Lexmark X203n and X204n Series

User's Guide

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Machine type(s):

7011

Model(s):

200, 215

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Safety information

Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

Do not place or use this product near water or wet locations.

CAUTION—POTENTIAL INJURY: This product uses a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Use only the power cord provided with this product or the manufacturer's authorized replacement.

Use only the telecommunications (RJ-11) cord provided with this product or a 26 AWG or larger replacement when connecting this product to the public switched telephone network.

Use care when you replace a lithium battery.

CAUTION—POTENTIAL INJURY: There is a danger of explosion if a lithium battery is incorrectly replaced. Replace it only with the same or an equivalent type of lithium battery. Do not recharge, disassemble, or incinerate a lithium battery. Discard used batteries according to the manufacturer's instructions and local regulations.

CAUTION—POTENTIAL INJURY: Follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Use the handholds located on both sides of the printer to lift it.
- Make sure your fingers are not under the printer when you set it down.
- Before setting up the printer, make sure there is adequate clearance around it.

CAUTION—SHOCK HAZARD: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

CAUTION—POTENTIAL INJURY: Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

Refer service or repairs, other than those described in the user documentation, to a professional service person.

CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables from the printer before proceeding.

CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

SAVE THESE INSTRUCTIONS.

Learning about the printer

Thank you for choosing this printer!

We've worked hard to make sure it will meet your needs.

To start using your new printer right away, use the setup materials that came with the printer, and then skim the *User's Guide* to learn how to perform basic tasks. To get the most out of your printer, read the *User's Guide* carefully, and make sure you check the latest updates on our Web site.

We're committed to delivering performance and value with our printers, and we want to make sure you're satisfied. If you do encounter any problems along the way, one of our knowledgeable support representatives will be delighted to help you get back on track fast. And if you find something we could do better, please let us know. After all, you are the reason we do what we do, and your suggestions help us do it better.

Finding information about the printer

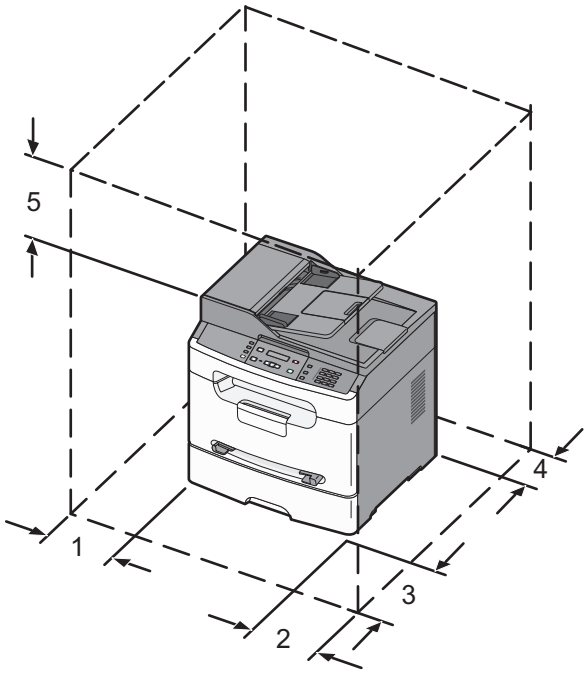
What are you looking for?	Find it here
Initial setup instructions: • Connecting the printer • Installing the printer software	Setup documentation—The setup documentation came with the printer and is also available on the Lexmark Web site at **www.lexmark.com/publications/**.
Additional setup and instructions for using the printer: • Selecting and storing paper and specialty media • Loading paper • Performing printing, copying, scanning, and faxing tasks, depending on your printer model • Configuring printer settings • Viewing and printing documents and photos • Setting up and using printer software • Setting up and configuring the printer on a network, depending on your printer model • Caring for and maintaining the printer • Troubleshooting and solving problems	*User's Guide*—The *User's Guide* is available on the *Software and Documentation* CD. For updates, check our Web site at **www.lexmark.com/publications/**.
Help using the printer software	Windows or Mac Help—Open a printer software program or application, and then click **Help**. Click ? to view context-sensitive information. **Notes:** • The Help installs automatically with the printer software. • The printer software is located in the printer Program folder or on the desktop, depending on your operating system.

What are you looking for?	Find it here
The latest supplemental information, updates, and technical support: • Documentation • Driver downloads • Live chat support • E-mail support • Telephone support	Lexmark Support Web site—**support.lexmark.com** **Note:** Select your region, and then select your product to view the appropriate support site. Support telephone numbers and hours of operation for your region or country can be found on the Support Web site or on the printed warranty that came with your printer. Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact support so that they may serve you faster: • Machine Type number • Serial number • Date purchased • Store where purchased
Warranty information	Warranty information varies by country or region: • **In the US**—See the Statement of Limited Warranty included with this printer, or at **support.lexmark.com**. • **Rest of the world**—See the printed warranty that came with your printer.

Selecting a location for the printer

When selecting a location for the printer, leave enough room to open trays, covers, and doors. It is important to:

- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
  - Away from the direct airflow of air conditioners, heaters, or ventilators
  - Free from direct sunlight, humidity extremes, or temperature fluctuations
  - Clean, dry, and free of dust
- Allow the following recommended amount of space around the printer for proper ventilation:

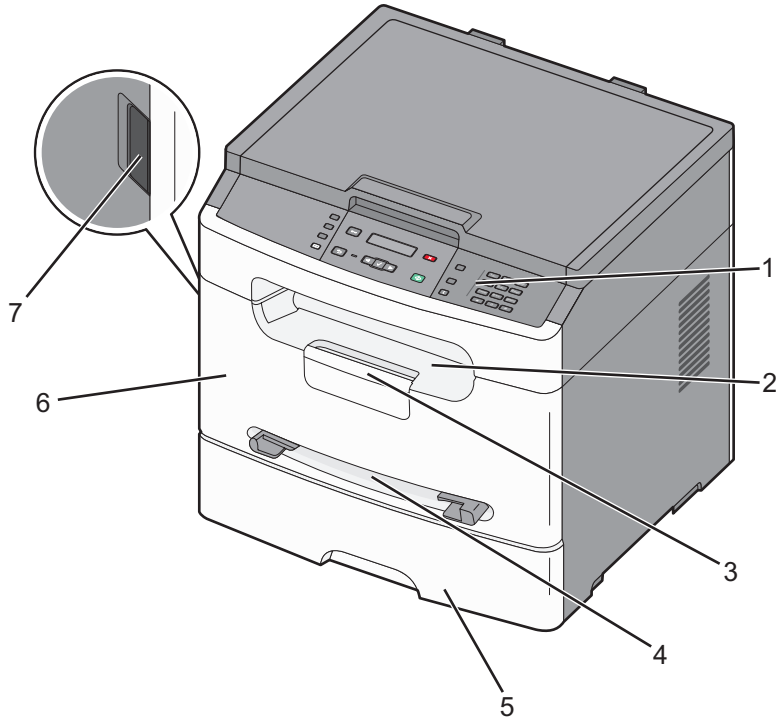


1	Left Side	31 cm (12 in.)
2	Right Side	31 cm (12 in.)
3	Front	41 cm (16 in.)
4	Rear	15 cm (6 in.)
5	Top	31 cm (12 in.)

Printer configurations

Basic model

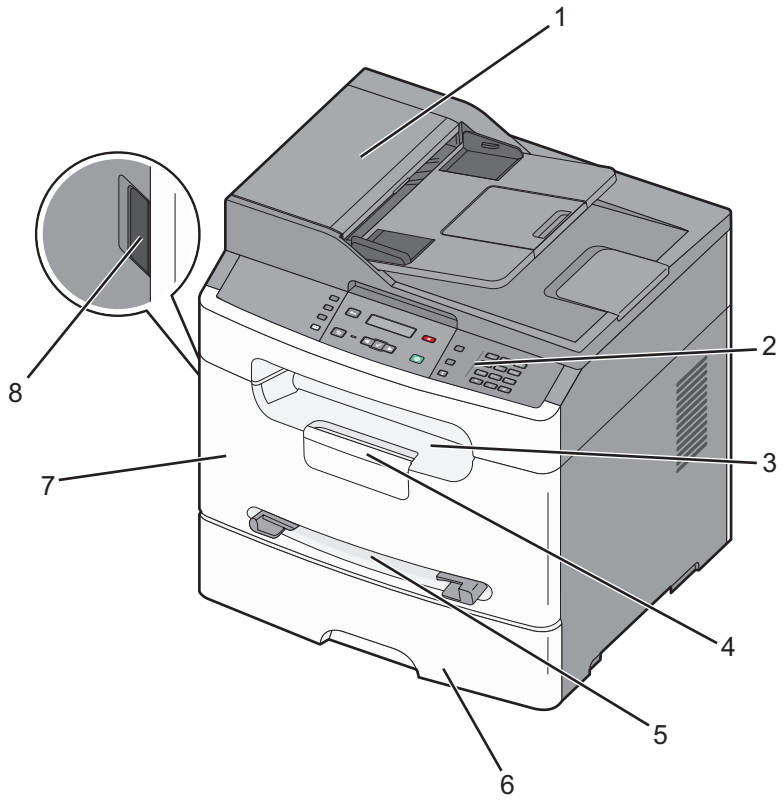
The following illustration shows the printer front with its basic features or parts:



1	Printer control panel
2	Standard exit bin
3	Paper stop
4	Manual feeder
5	Paper tray (250 sheets)
6	Front door
7	Front door release button

Configured model

The following illustration shows the fully configured printer:



1	Automatic Document Feeder (ADF)
2	Printer control panel
3	Standard exit bin
4	Paper stop
5	Manual feeder
6	Paper tray (250 sheets)
7	Front door
8	Front door release button

Basic functions of the scanner

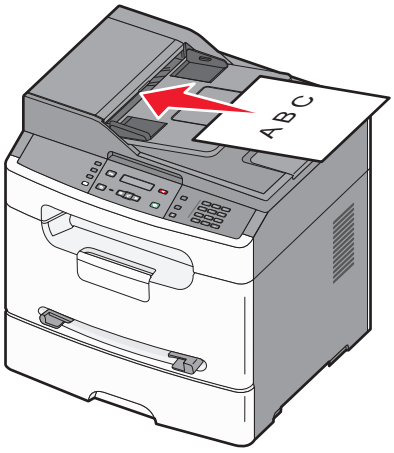
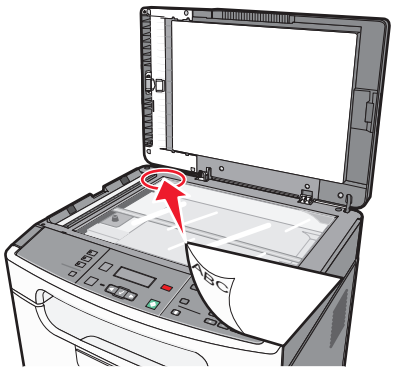
The scanner provides copy, fax, and scan-to-network capability.

Note: Fax is supported on selected models only.

You can:

- Make quick copies, or change the settings on the printer control panel to perform specific copy jobs.
- Send a fax using the printer control panel.
- Send a fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer or an e-mail address.

Understanding the ADF and scanner glass

Automatic Document Feeder (ADF)	Scanner glass
 Use the ADF for multiple-page documents. **Note:** The ADF is available on selected models only.	 Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

You can use the ADF or the scanner glass to copy or scan documents.

Using the ADF

Note: The ADF is available on selected models only.

The ADF can copy or scan multiple pages. When using the ADF:

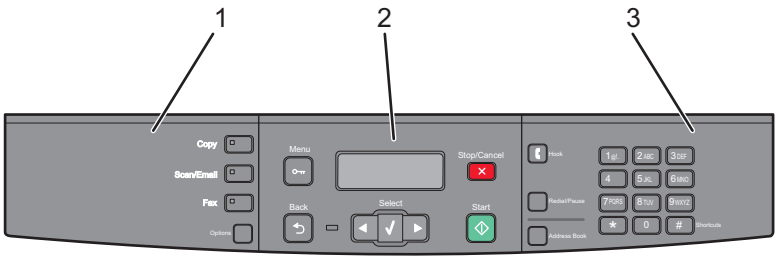
- Load the document into the ADF faceup, short edge first.
- Load up to 30 sheets of 75 g/m^2 (20 lb) plain paper in the ADF input tray.
- Scan sizes from 139.7 mm x 210 mm (5.5 x 8.3 in.) to 215.9 x 355.6 mm (8.5 x 14 in.).
- Scan documents with mixed page sizes (letter and legal).
- Scan media weights from 60 to 105 g/m^2 (16 to 28 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Using the scanner glass

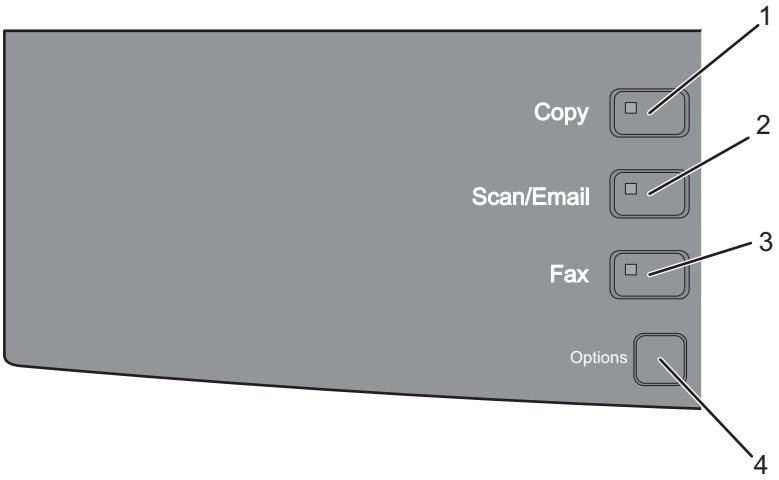
The scanner glass can be used to scan or copy single pages or book pages. When using the scanner glass:

- Place a document facedown on the scanner glass in the upper left corner.
- Scan or copy documents from 114.3 x 139.7 mm (4.5 x 5.5 in.) to 215.9 x 297.2 mm (8.5 x 11.7 in.).
- Copy books up to 25.4-mm (1.0 in.) thick.

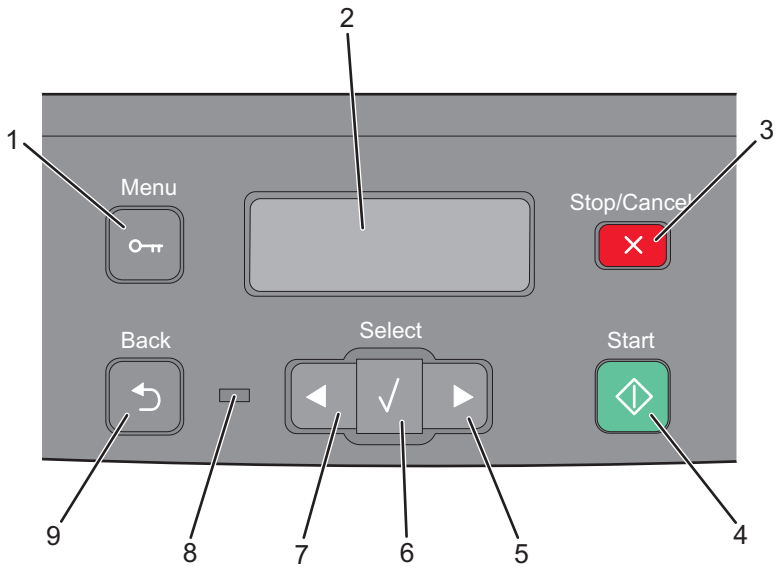
Understanding the printer control panel



Item		Description
1	Selections and settings	Select a function such as Copy, Scan/Email, Fax, or Options. Use the address book when scanning to e-mail. **Note:** Fax mode is not available on selected printer models.
2	Display area	View scanning, copying, faxing, and printing options as well as status and error messages. Access the administration menus; start, stop, or cancel a print job.
3	Keypad area	Enter numbers, letters, or symbols on the display. Access the Address Book or change the default fax settings on printer models that support fax.

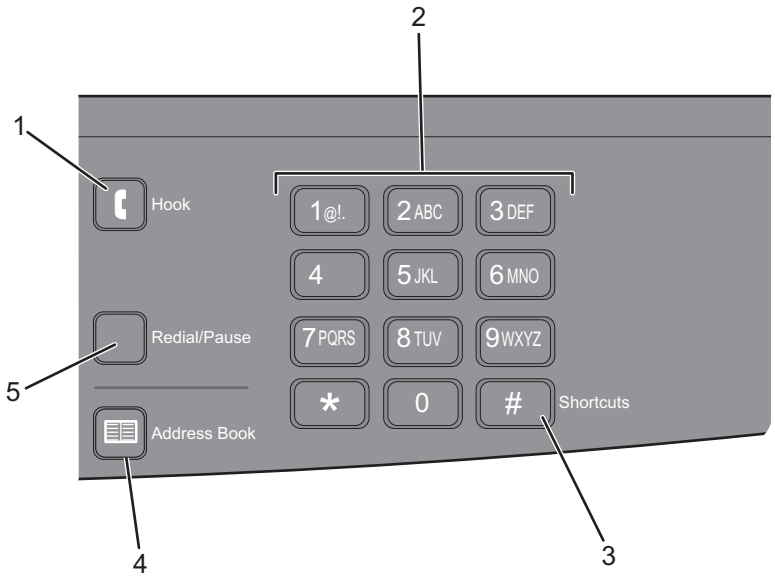


Item		Description
1	Copy	Enters the copy function
2	Scan/Email	Enters the scan or scan to e-mail function
3	Fax	Enters the fax function **Note:** Fax mode is not available on selected printer models.
4	Options	Temporarily changes settings such as Original Size, Paper Source, and Scale



Item		Description
1	Menu	Enters the administration menus
2	Display	View scanning, copying, faxing, and printing options as well as status and error messages
3	Stop/Cancel	• Stops printing • Exits a menu and returns to **Ready**
4	Start	Starts a copy, scan, or fax job
5	Right arrow	Scrolls right
6	Select	Accepts menu selections and settings
7	Left arrow	Scrolls left

Item		Description
8	Indicator light	• **Off**—The power is off. • **Blinking green**—The printer is warming up, processing data, or printing. • **Solid green**—The printer is on, but idle. • **Blinking red**—Operator intervention is needed.
9	Back	Returns to the previous menu



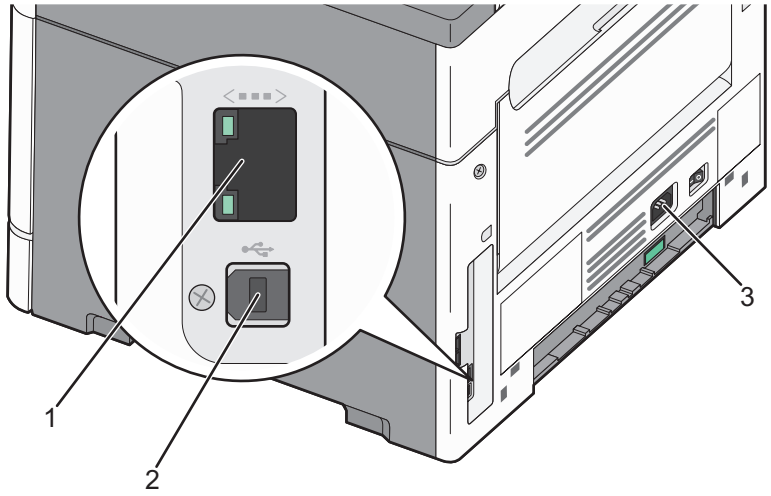
Item		Description
1	Hook	Press to take the line off-hook (like picking up a telephone receiver) when faxing. Press a second time to hang up the line. **Note:** Fax mode is not available on selected printer models.
2	Keypad	Enter numbers, letters, or symbols on the display.
3	Shortcuts	Enters the shortcut screen

Item		Description
4	Address Book	Access any of the programmed shortcuts (1-99) for fax and e-mail. **Note:** Fax mode is not available on selected printer models.
5	Redial/Pause	• Press the **Redial/Pause** button to cause a two- or three-second dial pause in a fax number. In the Fax To: field, a Dial Pause is represented by a comma (,). • Press the **Redial/Pause** button to redial a fax number. • The button functions only within the Fax menu or with fax functions. When outside of the Fax menu, fax function, or home screen, pressing the **Redial/Pause** button causes an error beep. **Note:** Fax mode is not available on selected printer models.

Additional printer setup

Attaching cables

1. Connect the power cord to the printer first and then to a wall outlet.
2. Connect the printer to a computer or a network.
   - For a local connection, make sure to install the printer CD before connecting a USB cable.
   - For a network connection, connect an Ethernet cable before installing the printer CD.



1	Ethernet port
2	USB port
3	Printer power cord socket

Installing printer software

A printer driver is software that lets the computer communicate with the printer. The printer software is typically installed during the initial printer setup. If you need to install the software after setup, follow these instructions:

For Windows users

1. Close all open software programs.
2. Insert the *Software and Documentation* CD.
3. From the main installation dialog, click **Install**.
4. Follow the instructions on the screen.

For Macintosh users

1. Close all open software applications.
2. Insert the *Software and Documentation* CD.
3. From the Finder desktop, double-click the printer CD icon that automatically appears.
4. Double-click the **Install** icon.
5. Follow the instructions on the screen.

Using the World Wide Web

1. Go to the Lexmark Web site at **www.lexmark.com**.
2. From the Drivers & Downloads menu, click **Driver Finder**.
3. Select your printer, and then select your operating system.
4. Download the driver and install the printer software.

Verifying printer setup

If your printer is a network model and is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

Printing a menu settings page

Print a menu settings page to review the current menu settings.

Note: If you have not made any menu item settings changes yet, then the menu settings page lists all the factory default settings. Once you select and save other settings from the menus, they replace the factory default settings as *user default settings*. A user default setting remains in effect until you access the menu again, choose another value, and save it.

1. Make sure the printer is on and **Ready** appears.
2. From the printer control panel, press .
3. Press the arrow buttons until **Reports** appears, and then press .
4. Press the arrow buttons until **Menu Settings Page** appears, and then press .

   After the menu settings page prints, **Ready** appears.

Printing a network setup page

If the printer is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

1. Make sure the printer is on and **Ready** appears.
2. From the printer control panel, press .
3. Press the arrow buttons until **Reports** appears, and then press .

4 Press the arrow buttons until **Network Setup Page** appears, and then press ☑.

After the network setup page prints, **Ready** appears.

5 Check the first section on the network setup page, and confirm that Status is "Connected."

If Status is "Not Connected," the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

Installing the printer on a wired network

Use the following instructions to install the printer on a wired network. These instructions apply to Ethernet connections.

Before you install the printer on a wired network, make sure that:

- You have completed the initial setup of the printer.
- The printer is connected to your network with the appropriate type of cable.

For Windows users

1 Insert the *Software and Documentation* CD.

Wait for the Welcome screen to appear.

If the CD does not launch after a minute, then launch the CD manually:

a Click , or click **Start** and then click **Run**.

b In the Start Search or Run box, type **D:\setup.exe**, where **D** is the letter of your CD or DVD drive.

2 Click **Install Printer and Software**.

3 Click **Agree** to agree to the License Agreement.

4 Select **Suggested**, and then click **Next**.

Note: To configure the printer using a static IP address, using IPv6, or to configure printers using scripts, select **Custom** and follow the on-screen instructions.

5 Select **Wired Network Attach**, and then click **Next**.

6 Select the printer manufacturer from the list.

7 Select the printer model from the list, and then click **Next**.

8 Select the printer from the list of printers discovered on the network, and then click **Finish**.

Note: If your configured printer does not appear in the list of discovered printers, then click **Add Port** and follow the on-screen instructions.

9 Follow the on-screen instructions to complete the installation.

For Macintosh users

1 Allow the network DHCP server to assign an IP address to the printer.

2 Print the network setup page from the printer. For information on printing a network setup page, see "Printing a network setup page" on page 21.

3 Locate the printer IP address in the TCP/IP section of the network setup page. You will need the IP address if you are configuring access for computers on a different subnet than the printer.

4 Install the drivers and add the printer.

a Install a PPD file on the computer:

1 Insert the *Software and Documentation* CD in the CD or DVD drive.
2 Double-click the installer package for the printer.
3 From the Welcome screen, click **Continue**.
4 Click **Continue** again after viewing the Readme file.
5 Click **Continue** after viewing the license agreement, and then click **Agree** to accept the terms of the agreement.
6 Select a Destination, and then click **Continue**.
7 From the Easy Install screen, click **Install**.
8 Type the user password, and then click **OK**.
All the necessary software is installed on the computer.
9 Click **Restart** when installation is complete.

b Add the printer:

- For IP printing:

In Mac OS X version 10.5

1 From the Apple menu, choose **System Preferences**.
2 Click **Print & Fax**.
3 Click **+**.
4 Select the printer from the list.
5 Click **Add**.

In Mac OS X version 10.4 and earlier

1 From the Finder desktop, choose **Go** > **Applications**.
2 Double-click **Utilities**.
3 Double-click **Printer Setup Utility** or **Print Center**.
4 From the Printer List, click **Add**.
5 Select the printer from the list.
6 Click **Add**.

Note: If the printer does not show up in the list, you may need to add it using the IP address. Contact your system support person for assistance.

Minimizing your printer's environmental impact

Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at **www.lexmark.com/environment**
- The Lexmark recycling program at **www.lexmark.com/recycling**

By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit.

Saving paper and toner

Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper.

For information on how you can quickly save paper and energy using one printer setting, see "Using Eco-Mode".

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser printers. For more information on recycled papers that work well with your printer, see “Using recycled paper and other office papers” on page 39.

Conserving supplies

There are a number of ways you can reduce the amount of paper and toner you use when printing, copying, or receiving faxes. You can:

Use both sides of the paper

You can control whether print appears on one or two sides of the paper for a printed document or a copy. For more information, see:

- “Printing on both sides of the paper (duplexing)” on page 42
- “Copying on both sides of the paper (duplexing)” on page 49

Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper from the Print dialog.

To copy two or four consecutive pages of a multiple-page document onto one side of a single sheet of paper, see “Copying multiple pages onto a single sheet” on page 54.

Choose scanning

You can avoid making a paper output of a document or photograph by scanning it and then saving it to a computer program or application. For more information, see:

- "Scanning to a computer" on page 81
- "E-mailing a document" on page 58

Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Use the Lexmark preview feature, which you can select from the Print dialog, the Lexmark Toolbar, or the printer display, to see what the document will look like before you print it.
- Print one copy of the document to check its content and format for accuracy.

Avoid paper jams

Carefully select and load paper to avoid paper jams. For more information, see "Avoiding jams" on page 132.

Use lower settings

Use lower settings, such as a lower darkness setting from the Copy or Finishing menu.

Saving energy

For additional information on saving power, see the Notices chapter.

Using Eco-Mode

Use Eco-Mode to quickly select one or more ways to reduce your printer's environmental impact.

Note: See the table for the multiple settings that change when you select an Eco-Mode setting.

Choose	To
Energy	Reduce energy use, especially when the printer is idle. • Printer engine motors do not start until a job is ready to print. You may notice a short delay before the first page is printed. • The printer enters Power Saver mode after one minute of inactivity. • When the printer enters Power Saver mode, the printer control panel display light is turned off. • The scanner lamps are activated only when a scan job is started.
Paper	Turn off print log features.
Energy/Paper	Use all the settings associated with Energy mode and Paper mode.
Off	Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications for your printer.

To select an Eco-Mode setting:

1. From the printer control panel, press .
2. Press the arrow buttons until **Settings** appears, and then press .

3 Press the arrow buttons until **General Settings** appears, and then press ✓.

4 Press the arrow buttons until **Eco-Mode** appears, and then press ✓.

5 Select the setting you want, and then press ✓.

Submitting changes appears.

Adjusting Power Saver

1 Make sure the printer is on and **Ready** appears.

2 From the printer control panel, press .

3 Press the arrow buttons until **Settings** appears, and then press ✓.

4 Press the arrow buttons until **General Settings** appears, and then press ✓.

5 Press the arrow buttons until **Timeouts** appears, and then press ✓.

6 Press the arrow buttons until **Power Saver** appears, and then press ✓.

7 Press the arrow buttons to increase or decrease the number of minutes before the printer enters Power Saver mode, and then press ✓. Available settings are Disabled and a range from 1–240 minutes.

Note: Power Saver settings can also be adjusted by issuing a Printer Job Language (PJL) command. For more information, see the *Technical Reference* available on the Lexmark Web site at **www.lexmark.com/publications.**

Recycling

Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at **www.lexmark.com/environment**
- The Lexmark recycling program at **www.lexmark.com/recycling**

Recycling Lexmark products

To return Lexmark products to Lexmark for recycling:

1 Visit our Web site at **www.lexmark.com/recycle**.

2 Find the product type you want to recycle, and then select your country from the list.

3 Follow the instructions on the computer screen.

Recycling Lexmark packaging

Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings.

Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

Expanded polystyrene (EPS) foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area. For information on EPS foam recycling locations:

1. Visit EPS Recycling International's Web site at **www.epsrecycling.org/pages/intcon.html**.
2. Select your country or region from the list, and then click the links or use the contact information provided.

When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Returning Lexmark cartridges for reuse or recycling

The Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled.

To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the pre-paid shipping label. You can also:

1. Visit our Web site at **www.lexmark.com/recycle**.
2. From the Toner Cartridges section, select your country from the list.
3. Follow the instructions on the computer screen.

Reducing printer noise

Use Quiet Mode to reduce the printer noise.

Note: See the table for the multiple settings that change when you select a Quiet Mode setting.

Choose	To
On	Reduce printer noise. • You may notice a reduction in processing speed. • Printer engine motors do not start until a job is ready to print. You may notice a short delay before the first page is printed. • Fans run at a reduced speed or are turned off. • If your printer has faxing capability, fax sounds are reduced or disabled, including those made by the fax speaker and ringer.
Off	Use factory default settings. This setting supports the performance specifications for your printer.

To select a Quiet Mode setting:

1. From the printer control panel, press .
2. Press the arrow buttons until **Settings** appears, and then press .
3. Press the arrow buttons until **General Settings** appears, and then press .

4 Press the arrow buttons until **Quiet Mode** appears, and then press ✓.

5 Select the setting you want, and then press ✓.

Submitting changes appears.

Loading paper and specialty media

This section explains how to load the 250-sheet tray and the manual feeder. It also includes information about paper orientation and setting the Paper Size and Paper Type.

Setting the Paper Size and Paper Type

To print on a different size or type of paper, load the paper and then change the printer settings.

1. Make sure the printer is on and **Ready** appears.
2. From the printer control panel, press .

   Paper Menu appears.
3. Press .
4. Press the arrow buttons until **Size/Type** appears, and then press .

   Select Source appears.
5. Press the arrow buttons until the paper source you want appears, and then press .
6. To change the size setting:
   a. Press the arrow buttons until **Size** appears next to the paper source you want to use, and then press .
      The current paper size setting appears.
   b. Press the arrow buttons until the size you want appears, and then press .
      Submitting Changes appears.
7. To change the type setting:
   a. Press the arrow buttons until **Type** appears next to the paper source you want to use, and then press .
      The current paper type setting appears.
   b. Press the arrow buttons until the type you want appears, and then press .
      Submitting Changes appears.

Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the Manual Feeder to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of measure (inches or millimeters)
- Portrait Height and Portrait Width
- Feed Direction

Note: The smallest supported Universal size is 76 x 127 mm (3 x 5 in.); the largest is 216 x 356 mm (8.5 x 14 in.). Paper that weighs at least 75 g/m^2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide.

Specify a unit of measurement

1. Make sure the printer is on and **Ready** appears.
2. From the printer control panel, press .

   Paper Menu appears.
3. Press .
4. Press the arrow buttons until **Universal Setup** appears, and then press .
5. Press the arrow buttons until **Units of Measure** appears, and then press .
6. Press the arrow buttons until the correct unit of measure appears, and then press .

   Submitting Changes appears, followed by the **Universal Setup** menu.

Specify the paper height and width

Defining a specific height and width measurement for the Universal paper size (in the portrait orientation) allows the printer to support the size, including support for standard features such as duplex printing and printing multiple pages on one sheet.

Note: Select **Portrait Height** to adjust the paper height setting or **Paper Width** to adjust the paper width setting, or adjust both. Instructions to adjust both follow.

1. From the Universal Setup menu, press the arrow buttons until **Portrait Width** appears, and then press .
2. Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press .

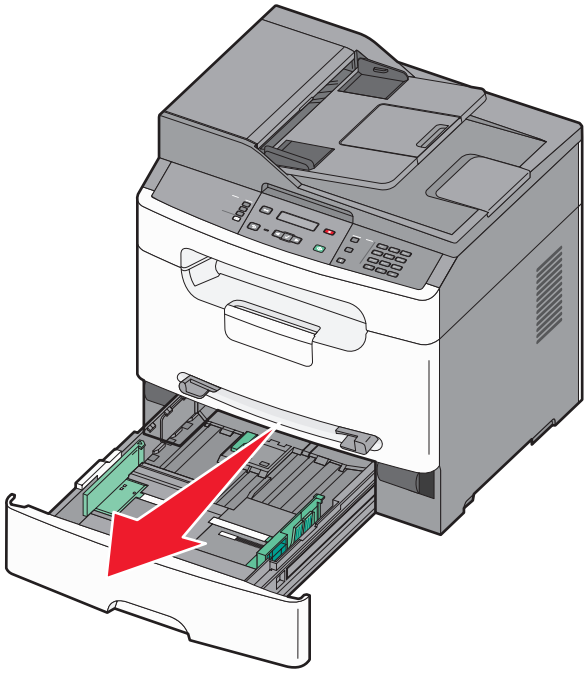
   Submitting Changes appears, followed by the **Universal Setup** menu.
3. From the Universal Setup menu, press the arrow buttons until **Portrait Height** appears, and then press .
4. Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press .

   Submitting Changes appears, followed by the **Universal Setup** menu.

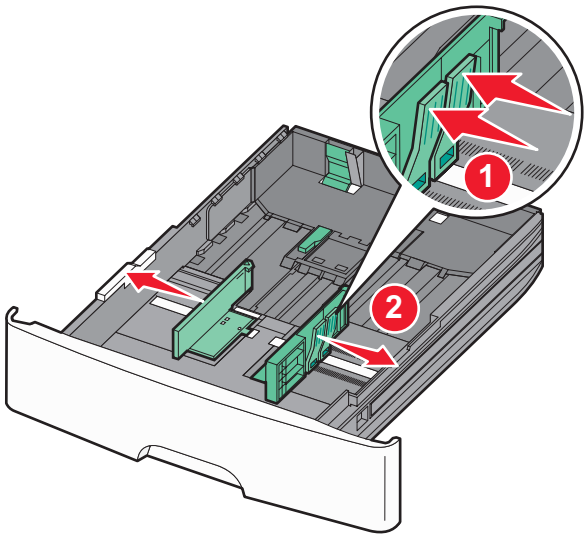
Loading the paper tray

Do not load the paper tray while a job prints or while **Busy** appears on the display. Doing so may cause a paper jam.

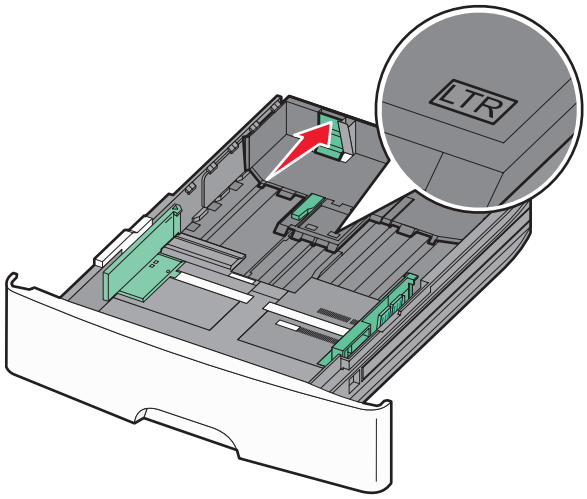
1 Pull the paper tray completely out.



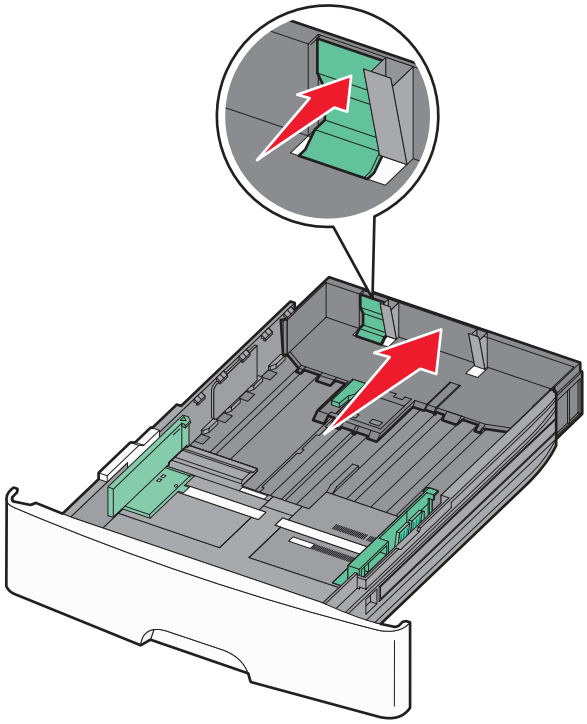
2 Squeeze the width guide tabs on the right guide as shown, and slide the width guides to the sides of the tray. The width guides move in unison.



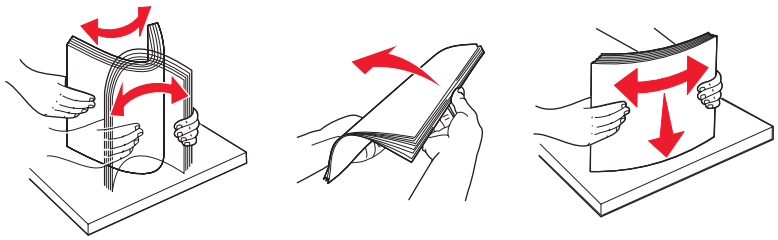
3 Squeeze the length guide tabs together as shown, and then slide the length guide to the correct position for the paper size. Use the size indicators on the bottom of the tray to help position the guide.



If you are loading a longer size of paper, then squeeze the length guide tab and slide the length guide backward to the correct position for the paper size. The tray extends backward as shown.

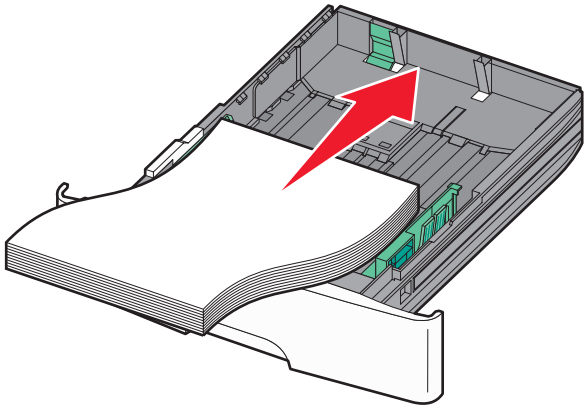


4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

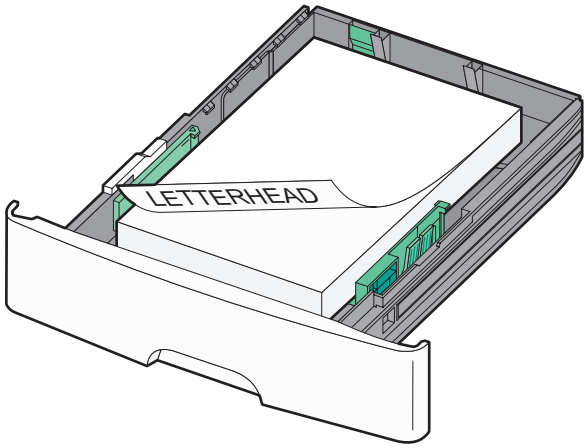


5 Load the paper stack toward the back of the tray as shown with the recommended print side facedown.

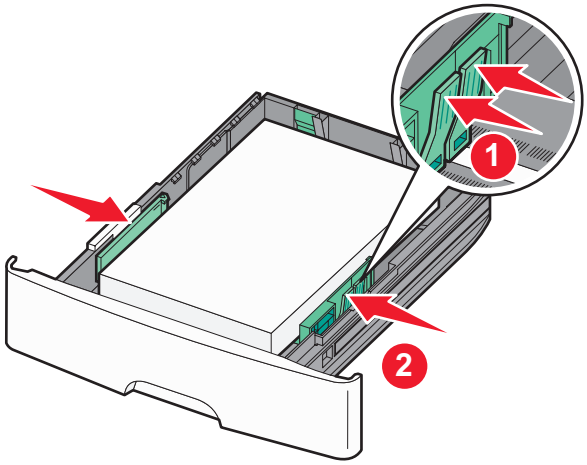
Note: The maximum fill line on the side of the width guide indicates the maximum height for loading paper. Do not overload the tray.



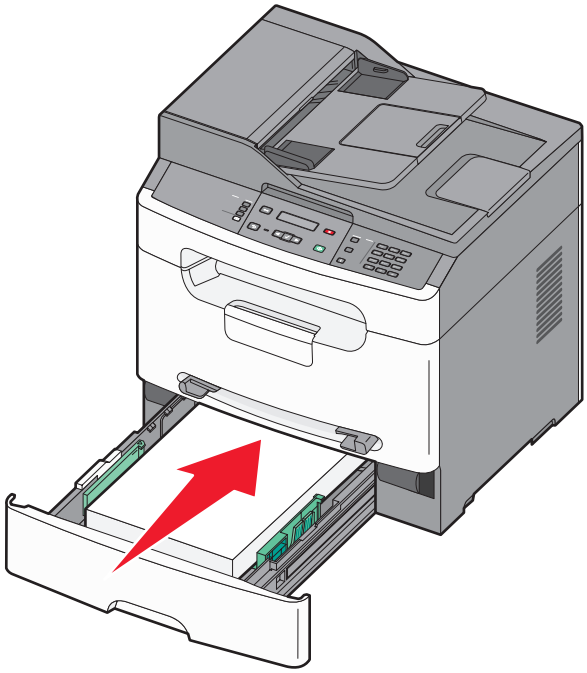
Load letterhead with the print side facedown and the top edge of the sheet toward the front of the tray.



6 Squeeze the width guide tabs on the right guide, and then slide the width guides to lightly touch the side of the stack.



7 Insert the paper tray.



8 If the paper type you loaded differs from the type that was previously loaded in the tray, then change the Paper Type setting for the tray.

Using the manual feeder

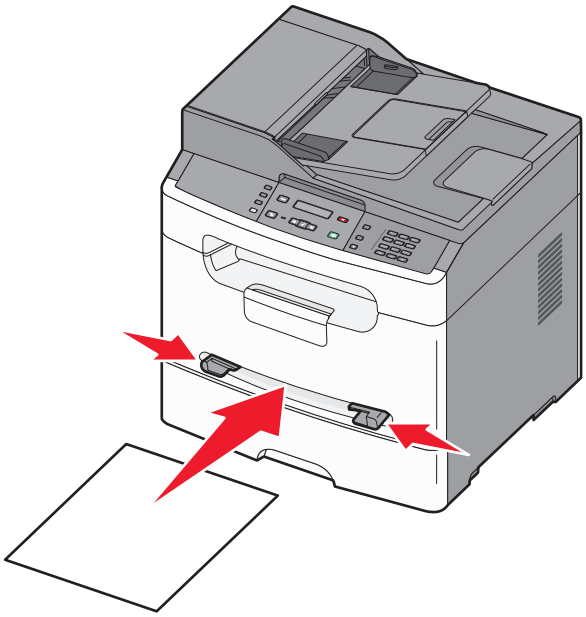
The manual feeder can feed only one sheet of paper at a time. You can use the manual feeder to quickly print on paper types or sizes that are not currently loaded in the tray.

1 Insert the paper faceup into the center of the manual feeder.

2 Adjust the paper guides to the paper width.

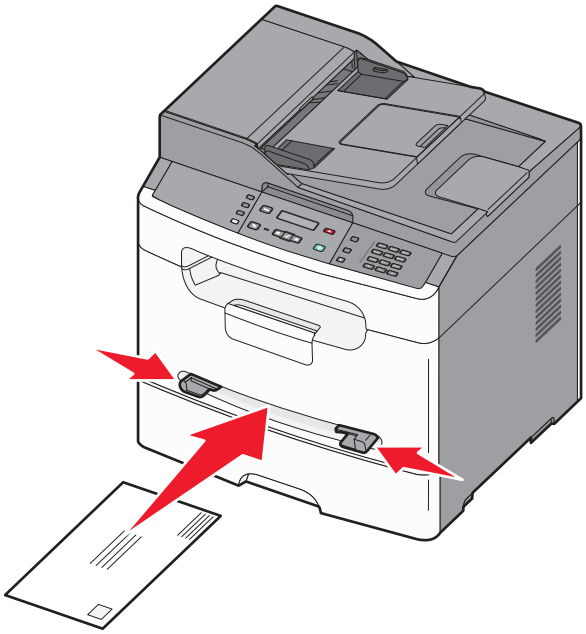
3 Push the paper further into the manual feeder until the printer pulls it in.

Warning—Potential Damage: Do not force the paper into the feeder. Forcing the paper causes jams.



Notes:

- Load letterhead faceup, with the top of the sheet entering first.
- Load envelopes with the flap side down and with the stamp area as shown.



Paper capacities

Paper type	Paper tray	Manual feeder
Paper[1]	250 sheets	1 sheet
Labels[2]	50 sheets	1 sheet
Transparencies	50	1
Envelopes	**X**	1

[1] Based on 75 g/m^2 (20 lb) paper

[2] Single-sided paper labels designed for laser printers are supported for occasional use: no more than 20 pages of labels a month. Vinyl, pharmacy, and dual-web labels are not supported.

The standard exit bin capacity is 150 sheets, based on 75 g/m^2 (20 lb) paper.

Paper and specialty media guidelines

Paper guidelines

Selecting the correct paper or specialty media reduces printing problems. For the best print quality, try a sample of the paper or specialty media before buying large quantities.

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

Weight

The paper tray can automatically feed paper weights up to 90 g/m^2 (24 lb bond) grain long paper. The manual feeder can automatically feed paper weights up to 163 g/m^2 (43 lb bond) grain long.

For best performance, use 75 g/m^2 (20 lb bond) grain long paper. Paper lighter than 60 g/m^2 (16 lb) might not be stiff enough to feed properly, causing jams. Paper that weighs at least 75 g/m^2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100–300 Sheffield points; smoothness between 150–250 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 64–90 g/m^2 (17–24 lb bond) paper, grain long paper is recommended. Short grain paper is not recommended for papers less than 64 g/m^2 or sizes less than or equal to 182 mm (7.17 in.) wide.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

Unacceptable paper

The following paper types are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms

  In some cases, registration can be adjusted with a software application to successfully print on these forms.
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers, or curled papers
- Recycled papers that fail EN12281:2002 (European)
- Paper weighing less than 60 g/m^2 (16 lb)
- Multiple-part forms or documents

Selecting paper

Using appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended print side. This information is usually indicated on the package.
- *Do not* use paper, paper labels, or card stock that has been cut or trimmed by hand.
- *Do not* mix sizes, types, or weights in the same source; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

Selecting preprinted forms and letterhead

Use these guidelines when selecting preprinted forms and letterhead:

- Use grain long for 60 to 90 g/m^2 weight paper.
- Paper that weighs at least 75 g/m^2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid papers with rough or heavily textured surfaces.

Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 225°C (437°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier.

Preprinted papers such as letterhead must be able to withstand temperatures up to 225°C (437°F) without melting or releasing hazardous emissions.

Using recycled paper and other office papers

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser (electrophotographic) printers. In 1998, Lexmark presented to the US government a study demonstrating that recycled paper produced by major mills in the US fed as well as non-recycled paper. However, no blanket statement can be made that *all* recycled paper will feed well.

Lexmark consistently tests its printers with recycled paper (20–100% post-consumer waste) and a variety of test paper from around the world, using chamber tests for different temperature and humidity conditions. Lexmark has found no reason to discourage the use of today's recycled office papers, but generally the following property guidelines apply to recycled paper.

- Low moisture content (4–5%)
- Suitable smoothness (100–200 Sheffield units, or 140–350 Bendtsen units, European)

  Note: Some much smoother papers (such as premium 24 lb laser papers, 50–90 Sheffield units) and much rougher papers (such as premium cotton papers, 200–300 Sheffield units) have been engineered to work very well in laser printers, despite surface texture. Before using these types of paper, consult your paper supplier.
- Suitable sheet-to-sheet coefficient of friction (0.4–0.6)
- Sufficient bending resistance in the direction of feed

Recycled paper, paper of lower weight (<60 g/m^2 [16 lb bond]) and/or lower caliper (<3.8 mils [0.1 mm]), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser (electrophotographic) printing, consult your paper supplier. Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems in any laser printer (for example, if the paper curls excessively under normal printing conditions).

Paper that weighs at least 75 g/m^2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%.
- Store paper in cartons when possible, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.

Supported paper sizes, types, and weights

The following tables provide information on standard and optional paper sources and the types of paper they support.

Note: For an unlisted paper size, select the closest *larger* listed size.

For information on card stock and labels, see the *Card Stock & Label Guide*.

Paper types and weights supported by the printer

The printer engine and manual feeder support 60–90 g/m^2 (16–24 lb) paper weights. The ADF supports 60–105 g/m^2 (16-28 lb paper). Short grain paper less than 64 g/m^2 (17 lb) is not supported.

Note: Paper that weighs at least 75 g/m^2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide.

Paper type	Paper tray (250 sheets)	Manual feeder (1 sheet)	ADF (30 sheets)[1]
Paper • Plain • Light • Heavy • Rough/Cotton • Recycled • Custom	✓	✓	✓
Bond	✓	✓	✓
Letterhead	✓	✓	✓
Colored Paper	✓	✓	✓
Card stock	X	✓	X
Glossy paper	X	X	X
Paper labels[2]	✓	✓	X
Transparencies	✓	✓	✓
Envelopes	X	✓	X

[1] Available on selected models.

[2] Single-sided paper labels designed for laser printers are supported for occasional use: no more than 20 pages of labels a month. Vinyl, pharmacy, and dual-web labels are not supported.

Paper sizes supported by the printer

Note: Paper that weighs at least 75 g/m^2 (20 lb) is recommended for sizes less than or equal to 182 mm (7.17 in.) wide.

Paper size[1]	Dimensions	Paper tray (250 sheets)	Manual feeder (1 sheet)
A4	210 x 297 mm (8.3 x 11.7 in.)	✓	✓
A5[2]	148 x 210 mm (5.8 x 8.3 in.)	✓	✓
Executive	184 x 267 mm (7.3 x 10.5 in.)	✓	✓
Folio	216 x 330 mm (8.5 x 13 in.)	✓	✓
JIS B5[2]	182 x 257 mm (7.2 x 10.1 in.)	✓	✓
Legal	216 x 356 mm (8.5 x 14 in.)	✓	✓
Letter	216 x 279 mm (8.5 x 11 in.)	✓	✓
Oficio	216 x 340 mm (8.5 x 13.4 in.)	✓	✓
Statement[2]	140 x 216 mm (5.5 x 8.5 in.)	✓	✓
Universal	76.2 x 127 mm (3 x 5 in.) up to 216 x 356 mm (8.5 x 14 in.)	**X**[3]	✓
B5 Envelope	176 x 250 mm (6.9 x 9.8 in.)	**X**	✓
C5 Envelope	162 x 229 mm (6.4 x 9 in.)	**X**	✓
DL Envelope	110 x 220 mm (4.3 x 8.7 in.)	**X**	✓
7 3/4 Envelope (Monarch)	98 x 191 mm (3.9 x 7.5 in.)	**X**	✓
9 Envelope	98 x 225 mm (3.9 x 8.9 in.)	**X**	✓
10 Envelope	105 x 241 mm (4.1 x 9.5 in.)	**X**	✓
Other Envelope	229 x 356 mm (9 x 14 in.)	**X**	✓

[1] If a paper size you want to use is not listed, configure a Universal paper size. For more information, see "Configuring Universal paper settings" on page 29.

[2] Grain long only.

[3] Supports only sizes for which the paper guide tabs can be adjusted to lightly touch the side of the paper stack.

Printing

This chapter covers printing, printer reports, and job cancelation. Selection and handling of paper and specialty media can affect how reliably documents print. For more information, see “Avoiding jams” on page 132 and “Storing paper” on page 39.

Printing a document

1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.

2 Send the print job:

For Windows users

a With a document open, click **File → Print**.

b Click **Properties**, **Preferences**, **Options**, or **Setup**, and then adjust the settings as needed.

Note: To print on a specific size or type of paper, adjust the paper size or type settings to match the loaded paper, or select the appropriate tray or feeder.

c Click **OK**, and then click **Print**.

For Macintosh users

a Customize the settings as needed in the Page Setup dialog:

1 With a document open, choose **File** > **Page Setup**.

2 Choose a paper size or create a custom size to match the loaded paper.

3 Click **OK**.

b Customize the settings as needed in the Print dialog:

1 With a document open, choose **File** > **Print**.
If necessary, click the disclosure triangle to see more options.

2 From the Print dialog and pop-up menus, adjust the settings as needed.

Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.

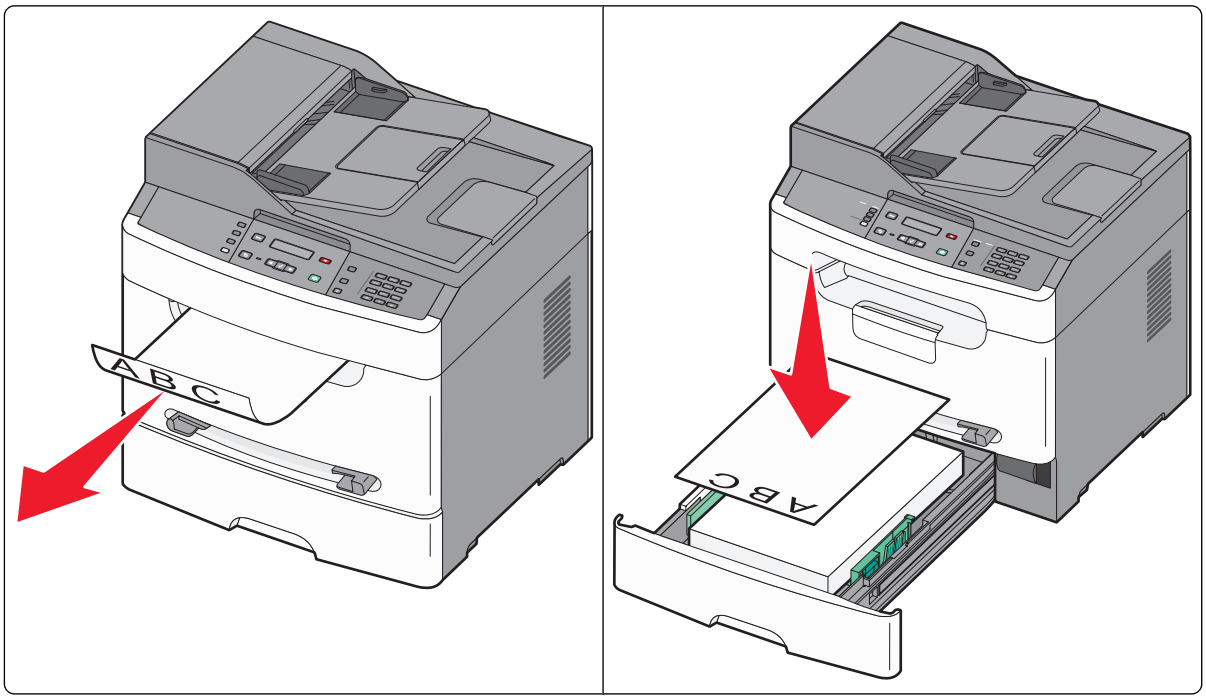
3 Click **Print**.

Printing on both sides of the paper (duplexing)

1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.

2 Send the first page of the print job. For more information, see “Printing a document” on page 42.

3 Flip the printed document, and then load it in the paper tray as shown.



4 Send the second page of the print job.

Printing specialty documents

Tips on using letterhead

- Use letterhead designed specifically for laser printers.
- Print samples on the letterhead being considered for use before buying large quantities.
- Before loading letterhead, fan the stack to prevent sheets from sticking together.
- Page orientation is important when printing on letterhead. For information on how to load letterhead, see:
  - "Loading the paper tray" on page 31
  - "Using the manual feeder" on page 34

Tips on using transparencies

Print samples on the transparencies being considered for use before buying large quantities.

When printing on transparencies:

- Feed transparencies from the standard 250-sheet tray or the manual feeder.
- Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 190°C (374°F) without melting, discoloring, offsetting, or releasing hazardous emissions.

  Note: Transparencies can be printed at a temperature up to 200°C (392°F) if Transparency Weight is set to Heavy and Transparency Texture is set to Rough. If the transparencies you are using can withstand that temperature, select those settings using the Embedded Web Server, or from the printer control panel Paper menu.

- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, fan the stack to prevent sheets from sticking together.
- We recommend Lexmark part number 70X7240 for letter-size transparencies and Lexmark part number 12A5010 for A4-size transparencies.

Tips on using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

When printing on envelopes:

- Load envelopes from the manual feeder.
- Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 210°C (410°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.
- For the best performance, use envelopes made from 90 g/m^2 (24 lb bond) paper or 25% cotton bond. Use up to 105 g/m^2 (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m^2 (24 lb bond) weight.
- The minimum supported weight for envelopes is 75 g/m^2 (20 lb bond). For non-peel strip, self-seal envelopes, the minimum supported weight is 80 g/m ^{2} (21 lb bond).
- Use only new envelopes.
- To optimize performance and minimize jams, do not use envelopes that:
  - Have excessive curl or twist
  - Are stuck together or damaged in any way
  - Have windows, holes, perforations, cutouts, or embossing
  - Have metal clasps, string ties, or folding bars
  - Have an interlocking design
  - Have postage stamps attached
  - Have any exposed adhesive when the flap is in the sealed or closed position
  - Have bent corners
  - Have rough, cockle, or laid finishes
  - Have rough, cockle, or laid finishes
- Adjust the width guides to fit the width of the envelopes.

Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Tips on using labels

Print samples on the labels being considered for use before buying large quantities.

Note: Use only paper label sheets. Vinyl, pharmacy, and dual-sided labels are not supported.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

When printing on labels:

- Use labels only in the paper tray or manual feeder. Do not use labels in the ADF.
- Use labels designed specifically for laser printers. Check with the manufacturer or vendor to verify that:
  - The labels can withstand temperatures up to 225°C (437°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.

    Note: Labels can be printed at the highest fusing temperature if Label Weight is set to Heavy. Select this setting from the Embedded Web Server or from the printer control panel Paper menu.
  - Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes.
- Do not use labels with slick backing material.
- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties.
- Do not use labels with exposed adhesive.
- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

Tips on using card stock

Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

When printing on card stock:

- Make sure the Paper Type is Card Stock.
- Select the appropriate Paper Texture setting.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.
- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 210°C (410°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain short card stock when possible.

Printing information pages

See "Printing a menu settings page" on page 21 and "Printing a network setup page" on page 21 for more information on printing these pages.

Printing a font sample list

To print samples of the fonts currently available for your printer:

1. Make sure the printer is on and **Ready** appears.
2. From the printer control panel, press .
3. Press the arrow buttons until **Reports** appears, and then press .
4. Press the arrow buttons until **Print Fonts** appears, and then press .
5. Press the arrow buttons until **PCL Fonts** or **PostScript Fonts** appears, and then press .

   After the font sample list prints, **Ready** appears.

Canceling a print job

Canceling a print job from the printer control panel

1. Press .

   Stopping... appears, followed by **Cancel Print Job**.
2. Press .

Canceling a print job from the computer

To cancel a print job, do one of the following:

For Windows users

In Windows Vista:

1. Click .
2. Click **Control Panel**.
3. Click **Hardware and Sound**.
4. Click **Printers**.
5. Double-click the printer icon.
6. Select the job to cancel.
7. From the keyboard, press **Delete**.

In Windows XP:

1. Click **Start**.
2. From **Printers and Faxes**, double-click the printer icon.

3 Select the job to cancel.

4 From the keyboard, press **Delete**.

From the Windows taskbar:

When you send a job to print, a small printer icon appears in the right corner of the taskbar.

1 Double-click the printer icon.

A list of print jobs appears in the printer window.

2 Select a job to cancel.

3 From the keyboard, press **Delete**.

For Macintosh users

In Mac OS X version 10.5:

1 From the Apple menu, choose **System Preferences**.

2 Click **Print & Fax**, and then double-click the printer icon.

3 From the printer window, select the job to cancel.

4 From the icon bar at the top of the window, click the **Delete** icon.

In Mac OS X version 10.4 and earlier:

1 From the Go menu, choose **Applications**.

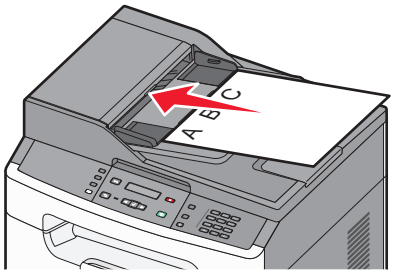
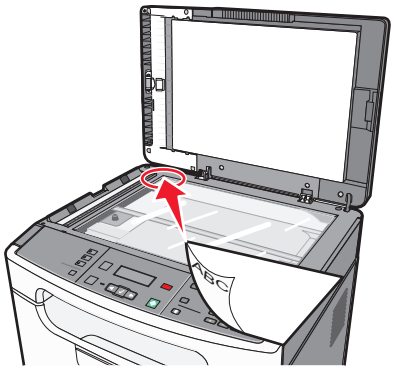
2 Double-click **Utilities**, and then double-click **Print Center** or **Printer Setup Utility**.

3 Double-click the printer icon.

4 From the printer window, select the job to cancel.

5 From the icon bar at the top of the window, click the **Delete** icon.

Copying

ADF	Scanner glass
 Use the ADF for multiple-page documents. **Note:** The ADF is available on selected models only.	 Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

Making copies

Making a quick copy

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press .
4. If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
5. Press to return to **Ready**.

Copying using the ADF

1. Load an original document faceup, short edge first into the ADF.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

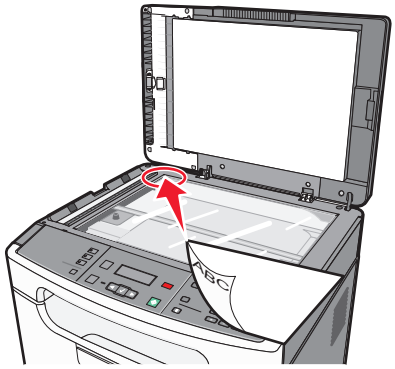
2. Adjust the paper guides.
3. From the printer control panel, press **Copy**, or use the keypad to enter the number of copies.
4. Change the copy settings as needed.
5. From the printer control panel, press .
6. Press to return to **Ready**.

Copying using the scanner glass

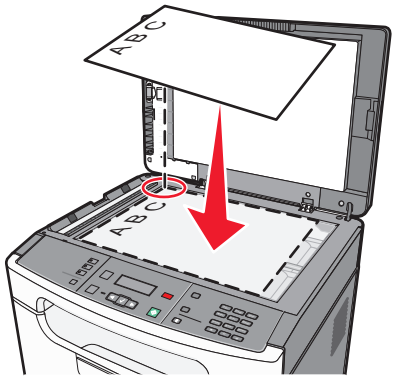
1. Place an original document facedown on the scanner glass in the upper left corner.
2. From the printer control panel, press the **Copy** button, or use the keypad to enter the number of copies.
3. Change the copy settings as needed.
4. From the printer control panel, press .
5. Place the next document on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
6. Press to return to **Ready**.

Copying on both sides of the paper (duplexing)

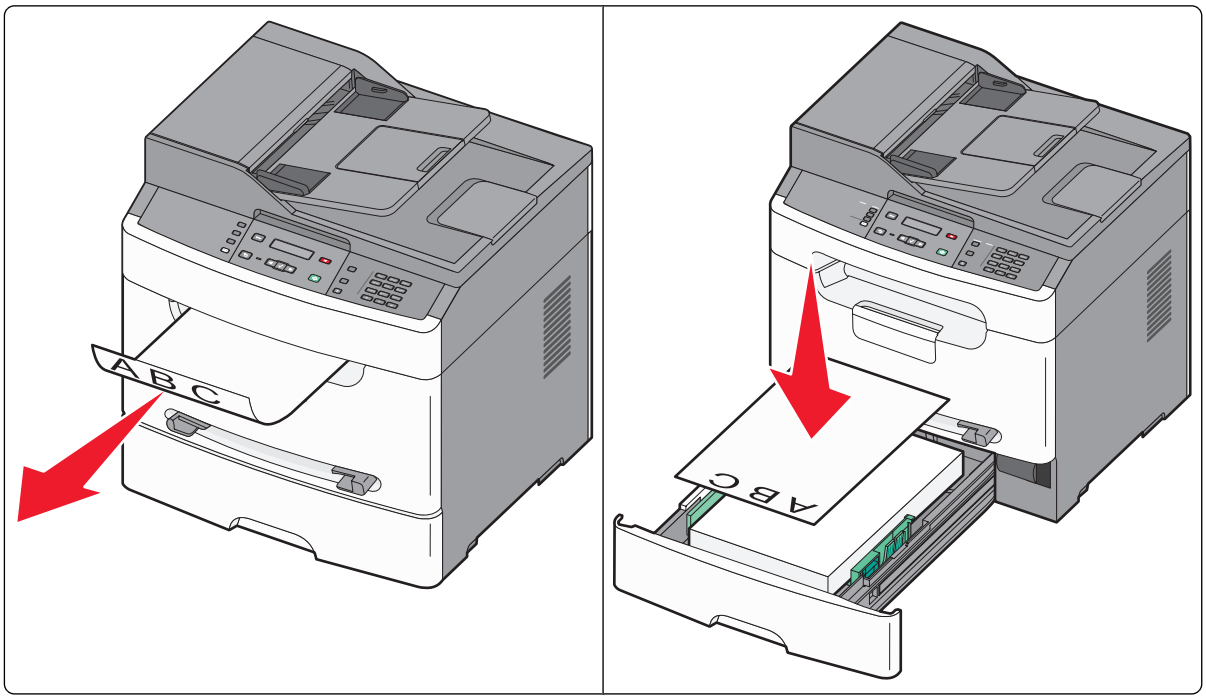
1. Load a document facedown on the scanner glass.



2. From the printer control panel, press the **Copy** button.
3. Press to copy the first side of the original document.
4. Flip the original document, and then load it facedown on the scanner glass.



5 Flip the copy, and then load it in the paper tray.



6 Press **1** on the keypad to copy the second side of the original document.

7 Press **2** to indicate that there are no more pages to copy.

Copying photos

1 Place a photo facedown on the scanner glass in the upper left corner.

2 From the printer control panel, press .

3 Press the arrow buttons until **Settings** appears, and then press .

4 Press the arrow buttons until **Copy Settings** appears, and then press .

5 Press the arrow buttons until **Content** appears, and then press .

6 Press the arrow buttons until **Photo** appears, and then press .

Submitting Changes... appears.

7 Use the printer control panel buttons to change other copy settings as needed.

8 Press repeatedly until **Ready** appears.

9 Press the **Copy** button.

10 Use the keypad to select the number of copies you want.

11 Press .

12 If you want to scan another photo, place it on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.

Copying on specialty media

Copying to transparencies

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Copy** button.
4. From the Copy area, press the **Options** button.
5. Press the arrow buttons until **Paper Source** appears, and then press ✓.
6. Press the arrow buttons until the paper source containing the transparencies appears, and then press ✓.
7. Press ↩.
8. Change the copy settings as needed.
9. Press ◇.
10. If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
11. Press ↩ to return to **Ready**.

Copying to letterhead

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Copy** button.
4. Press the **Options** button.
5. Press the arrow buttons until **Paper Source** appears, and then press ✓.
6. Press the arrow buttons until the paper source containing the letterhead appears, and then press ✓.
7. Change the copy settings as needed.
8. Press ◇.
9. If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
10. Press ↩ to return to **Ready**.

Customizing copy settings

Copying from one size to another

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Copy** button.
4. Press the **Options** button.

   `Original Size` appears.

5. Press ✓.
6. Press the arrow buttons until the size of the original document appears, and then press ✓.
7. Press the arrow buttons until **`Paper Source`** appears, and then press ✓.
8. Press the arrow buttons until the tray or source containing the size you want the copy to be appears, and then press ✓.

   Note: If you select a paper size that is different from the original size, then the printer will scale the size automatically.

9. Press ⮌.
10. Change the copy settings as needed.
11. Press ◈.
12. If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
13. Press ⮌ to return to **`Ready`**.

Reducing or enlarging copies

Copies can be reduced to 50% of the original document size or enlarged to 400% of the original document size. The factory default setting for Scale is Auto[100%]. If you leave Scale set to Auto[100%], then the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Copy** button.
4. Press the **Options** button, and then press ✓.
5. Press the arrow buttons until **`Scale`** appears, and then press ✓.

6 Press the arrow buttons until the scale option you want appears, and then press ✓.

If you selected Custom, select a custom size:

a Press the arrow buttons to decrease or increase the size, or enter a number between 50 and 400 on the keypad.

b Press ✓.

7 Press ◇.

8 If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.

9 Press ↩ to return to **Ready**.

Making a copy lighter or darker

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the printer control panel, press the **Copy** button.

4 Press the **Options** button.

5 Press the arrow buttons until **Darkness** appears.

6 Press the arrow buttons to make the copy lighter or darker.

7 Press ✓.

8 Press ◇.

9 If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.

10 Press ↩ to return to **Ready**.

Adjusting copy quality

1 From the printer control panel, press ⊶.

2 Press the arrow buttons until **Settings** appears, and then press ✓.

3 Press the arrow buttons until **Copy Settings** appears, and then press ✓.

4 Press the arrow buttons until **Content** appears, and then press ✓.

5 Press the arrow buttons until the setting appears that best represents what you are copying:

- **Text**—Used for original documents that are mostly text or line art
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Used when the original document is a high-quality photograph or inkjet print

6 Press ✓.

Submitting Changes... appears, and then the setting you selected becomes the new default copy quality setting.

Collating copies

If you print multiple copies of a document, then you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated

Not collated

If you want to collate your copies, then select On. If you do not want to collate your copies, then select Off.

To select a Collate setting:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Copy** button.
4. Press the **Options** button.
5. Press the arrow buttons until **Collate** appears, and then press ☑.
6. Press the arrow buttons until **On [1,2,1,2,1,2]** or **Off [1,1,1,2,2,2]** appears, and then press ☑ to select one.
7. Press ◈.
8. If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
9. Press ⮌ to return to **Ready**.

Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The Paper Size must be set to Letter, Legal, A4, or B5 JIS.
- The Copy Size must be set to 100%.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Copy** button.
4. Press the **Options** button.
5. Press the arrow buttons until **Paper Saver** appears, and then press ☑.

6 Select the output you want, and then press ✓.

For example, if you have four portrait-oriented original documents that you want copied to the same side of one sheet, then select **4 on 1 Portrait**, and then press ✓.

7 Press ◇.

8 If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.

9 Press ↩ to return to **Ready**.

Pausing the current print job to make copies

When the "Allow priority copies" setting is On, the printer pauses the current print job when you start a copy job.

Note: The "Allow priority copies" setting must be set to On in the Copy Settings menu so that you can pause the current print job and make copies.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the printer control panel, press ◇.

4 If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.

5 Press ↩ to return to **Ready**.

Canceling a copy job

A copy job can be canceled when the document is in the ADF, on the scanner glass, or while the document is printing.

1 From the printer control panel, press ✕.

Stopping appears, followed by **Cancel Job**.

2 Press ✓ to cancel the job.

Canceling appears.

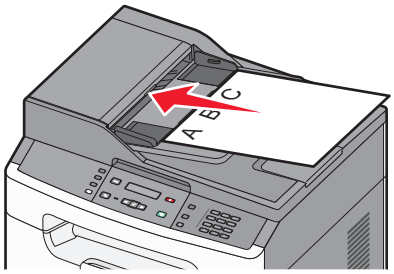
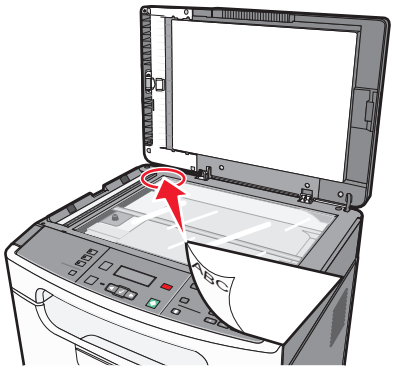
The printer clears all pages in the ADF or printer and then cancels the job.

Improving copy quality

Question	Tip
When should I use Text mode?	• Use text mode when text preservation is the main goal of the copy, and preserving images copied from the original document is not a concern. • Text mode is recommended for receipts, carbon copy forms, and documents that contain only text or fine line art.

Question	Tip
When should I use Text/Photo mode?	• Use Text/Photo mode when copying an original document that contains a mixture of text and graphics. • Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Photograph mode?	Use Photograph mode when the original document is a high-quality print or photograph.

E-mailing

ADF	Scanner glass
 Use the ADF for multiple-page documents. **Note:** The ADF is available on selected models only.	 Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

You can use the printer to e-mail scanned documents to one or more recipients. There are three ways to send and e-mail from the printer. You can type the e-mail address, use a shortcut number, or use the address book.

Getting ready to e-mail

Setting up the e-mail function

For e-mail to operate, it must be turned on in the printer settings and have a valid IP address or gateway address. To set up the e-mail function:

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2. Click **Settings**.
3. Click **E-mail/FTP Settings**.
4. Click **E-mail Server Setup**.
5. Change the e-mail settings as needed.
6. Click **Submit**.

Setting up the address book

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2. Click **Settings**.

3 Click **E-mail/FTP Settings**.

4 Click **Manage E-mail Shortcuts**.

5 Fill in the fields with the appropriate information.

6 Click **Add**.

Creating an e-mail shortcut using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts**.

4 Click **E-mail Shortcut Setup**.

5 Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

6 Select the scan settings (Format, Content, Color, and Resolution).

7 Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, then you are prompted to select another number.

E-mailing a document

Sending an e-mail using the keypad

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the printer control panel, press the **Scan/Email** button.

Scan to E-mail appears.

4 Press ✓.

Search appears.

Note: If there are no entries in the address book, then **Manual Entry** appears.

5 Press ✓ to search the address book, or press the arrow buttons until **Manual** appears, and then press ✓ to select or enter an e-mail address.

Using the address book

a After selecting **Search** on the printer control panel, press the arrow buttons until the address you want appears.

b Press ✓ repeatedly until **Entry Saved** appears, followed by **Another E-mail? 1=Yes 2=NO**.

c Press **1** to search for another address, or press **2** to end the search.

After you press **2**, **Press Start To Begin** appears.

d Press ◇.

Manually entering an e-mail address

After selecting **Manual** on the printer control panel, **To** appears on the first line, and a cursor appears on the second line.

a Press the button on the keypad that corresponds with the number or letter you want. The first time you press the button, the number for that button appears. When you press the button again, one of the letters assigned to that button appears.

b Press the right arrow button to move to the next space, or wait a few seconds, and the cursor will move to the next space.

c Once the e-mail address is entered, press ✓.

Entry Saved appears, followed by **Another E-mail? 1=Yes 2=NO**.

d Press **1** to enter another address, or press **2** to stop adding addresses.

After you press **2**, **Press Start To Begin** appears.

e Press ◇.

Sending an e-mail using a shortcut number

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the printer control panel, press the **Scan/Email** button.

Scan to E-mail appears.

4 Press ✓.

Search appears.

Note: If there are no entries in the address book, then **Manual Entry** appears.

5 Press #, and then enter the recipient's shortcut number.

6 Press **1** to enter another shortcut, or press **2** to end the shortcut entry.

7 Press ◇.

Sending an e-mail using the address book

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Scan/Email** button.

   `Scan to E-mail` appears.

4. Press ☑.

   `Search` appears.

   Note: If there are no entries in the address book, then **`Manual Entry`** appears.

5. Press ☑ to search the address book.
6. Press the arrow buttons until the address you want appears, and then press ☑.
7. Press **1** to search for another address, or press **2** to end the search.

   After you press **2**, **`Press Start To Begin`** appears.

8. Press ◇.

Canceling an e-mail

An e-mail can be canceled when the document is being scanned from the ADF or the scanner glass.

1. From the printer control panel, press ✕.

   `Cancel Scan Job` appears.

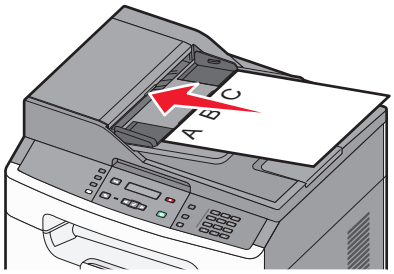
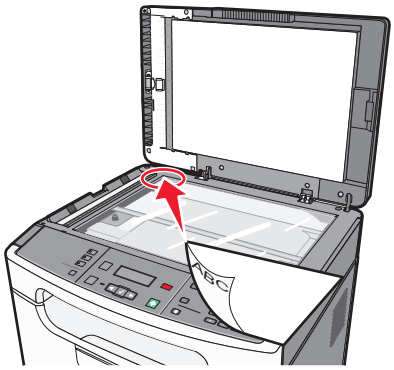
2. Press ☑ to cancel the job.

   `Canceling` appears.

The printer clears all pages in the ADF and then cancels the job.

Faxing

Note: The fax feature is available only on selected printer models.

ADF	Scanner glass
 Use the ADF for multiple-page documents. **Note:** The ADF is available on selected models only.	 Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

Getting the printer ready to fax

The following connection methods may not be applicable in all countries or regions.

CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Initial fax setup

Many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

To enter your fax setup information, use the printer control panel, or use your browser to access the Embedded Web Server and then enter the Settings menu.

Note: If you do not have a TCP/IP environment, then you must use the printer control panel to enter your fax setup information.

Using the printer control panel for fax setup

When the printer is turned on for the first time or if the printer has been off for an extended time, a series of start-up screens appear. If the printer has fax capabilities, then the following screens appear:

Station Name

Station Number

1 When **Station Name** appears, enter the name to be printed on all outgoing faxes.

   a Press the button on the numeric keypad that corresponds with the number or letter you want. The first time you press the button, the number for that button appears. When you press the button again, one of the letters assigned to that button appears.

   b Press the right arrow button to move to the next space, or wait a few seconds and the cursor will move to the next space.

2 After entering the Station Name, press ✓.

   The display changes to Station Number.

3 When **Station Number** appears, enter the printer fax number.

   a Press the button on the numeric keypad that corresponds with the number you want.

   b Press the right arrow button to move to the next space, or wait a few seconds and the cursor will move to the next space.

4 After entering the Station Number, press ✓.

Using the Embedded Web Server for fax setup

1 Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2 Click **Settings**.

3 Click **Fax Settings**.

4 Click **Analog Fax Setup**.

5 Click inside the Station Name box, and then enter the name to be printed on all outgoing faxes.

6 Click inside the Station Number box, and then enter the printer fax number.

7 Click **Submit**.

Choosing a fax connection

You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. To determine the best way to set up the printer, see the following table.

Notes:

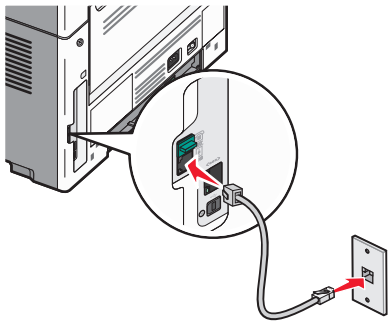
- The printer is an analog device that works best when directly connected to the wall outlet. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps.
- If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required. Contact your DSL provider for a DSL filter. The DSL filter removes the digital signal on the telephone line that can interfere with the ability of the printer to fax properly.
- You *do not* need to attach the printer to a computer, but you *do* need to connect it to an analog telephone line to send and receive faxes.

Equipment and service options	Fax connection setup
Connect directly to the telephone line	See “Connecting to an analog telephone line” on page 63
Connect to a Digital Subscriber Line (DSL or ADSL) service	See “Connecting to a DSL service” on page 63.
Connect to a Private Branch eXchange (PBX) or Integrated Services Digital Network (ISDN) system	See “Connecting to a PBX or ISDN system” on page 64.
Use a Distinctive Ring service	See “Connecting to a distinctive ring service” on page 64.
Connect to a telephone line, telephone, and answering machine	See “Connecting the printer and a telephone or answering machine to the same telephone line” on page 65
Connect through an adapter used in your area	See “Connecting to an adapter for your country or region” on page 67.
Connect to a computer with a modem	See “Connecting to a computer with a modem” on page 71.

Connecting to an analog telephone line

If your telecommunications equipment uses a US-style (RJ11) telephone line, then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port .
2. Connect the other end of the telephone cable to an active analog telephone wall jack.



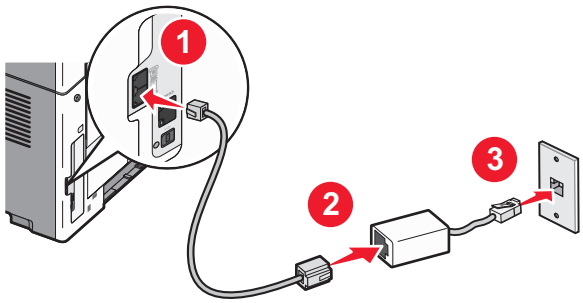
Connecting to a DSL service

If you subscribe to a DSL service, then contact the DSL provider to obtain a DSL filter and telephone cord, and then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port .
2. Connect the other end of the telephone cable to the DSL filter.

   Note: Your DSL filter may look different than the one in the illustration.

3 Connect the DSL filter cable to an active telephone wall jack.



Connecting to a PBX or ISDN system

If you use a PBX or ISDN converter or terminal adapter, then follow these steps to connect the equipment:

1 Connect one end of the telephone cable that came with the printer to the printer LINE port .

2 Connect the other end of the telephone cable to the port designated for fax and telephone use.

Notes:

- Make sure the terminal adapter is set to the correct switch type for your region.
- Depending on the ISDN port assignment, you may have to connect to a specific port.
- When using a PBX system, make sure the call waiting tone is off.
- When using a PBX system, dial the outside line prefix before dialing the fax number.
- For more information on using the fax with a PBX system, see the documentation that came with your PBX system.

Connecting to a distinctive ring service

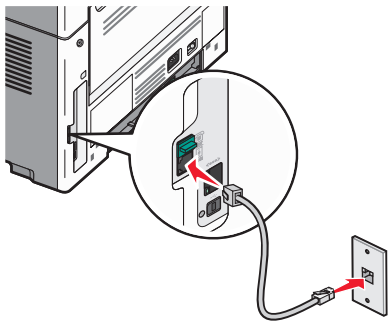
A distinctive ring service may be available from your telephone service provider. This service allows you to have multiple telephone numbers on one telephone line with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls.

The default printer settings enable the printer to receive faxes using all the ring patterns. If you want to use only one ring pattern to receive faxes, you must disable the other ring patterns.

If you subscribe to a distinctive ring service, follow these steps to connect the equipment:

1 Connect one end of the telephone cable that came with the printer to the printer LINE port .

2 Connect the other end of the telephone cable to an active analog telephone wall jack.



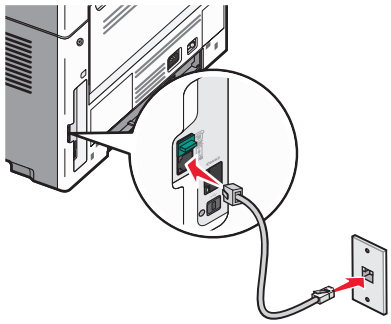
To disable a distinctive ring pattern:

1. From the printer control panel, press .
2. Press the arrow buttons until **Settings** appears, and then press .
3. Press the arrow buttons until **Fax Settings** appears, and then press .
4. Press the arrow buttons until **Distinctive Rings** appears, and then press .
5. Press the arrow buttons until a distinctive ring pattern you do not want to use appears, and then press .
6. Press the arrow buttons until **Off** appears, and then press .

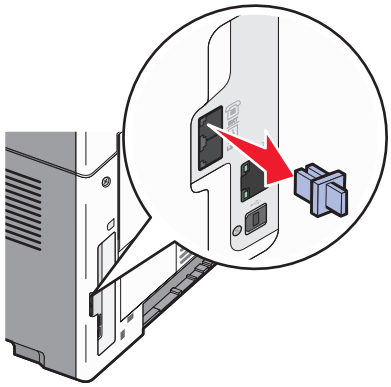
Note: If you disable all the distinctive ring patterns, then the printer will not receive faxes.

Connecting the printer and a telephone or answering machine to the same telephone line

1. Connect one end of the telephone cable that came with the printer to the printer LINE port .
2. Connect the other end of the telephone cable to an active analog telephone wall jack .

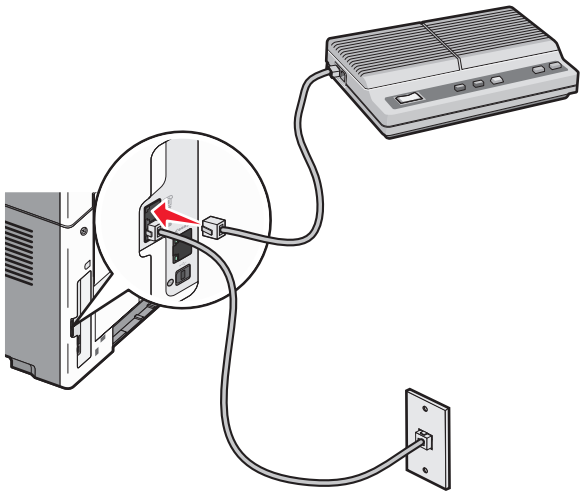
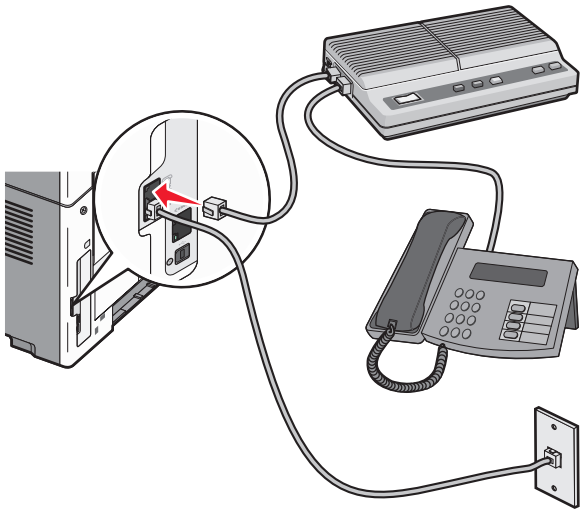
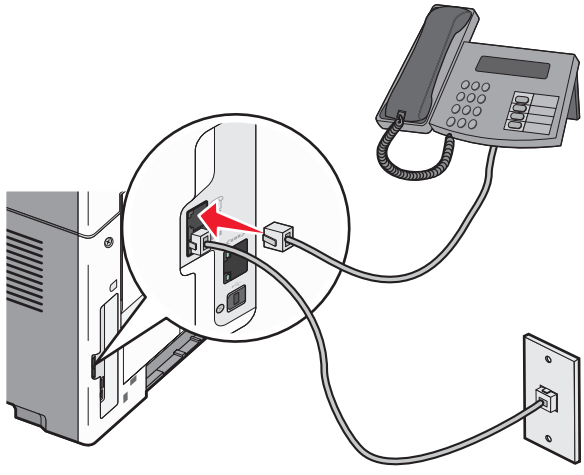


3. Remove the plug from the printer EXT port .



4. Connect your telecommunications equipment directly to the printer EXT port .

Use one of the following methods:

Answering machine	
Answering machine and telephone	
Telephone or a telephone with an integrated answering machine	

Connecting to an adapter for your country or region

The following countries or regions may require a special adapter to connect the telephone cable to the active telephone wall jack:

Country/region

- Austria
- Cyprus
- Denmark
- Finland
- France
- Germany
- Ireland
- Italy
- New Zealand
- Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- United Kingdom

Countries or regions except Austria, Germany, and Switzerland

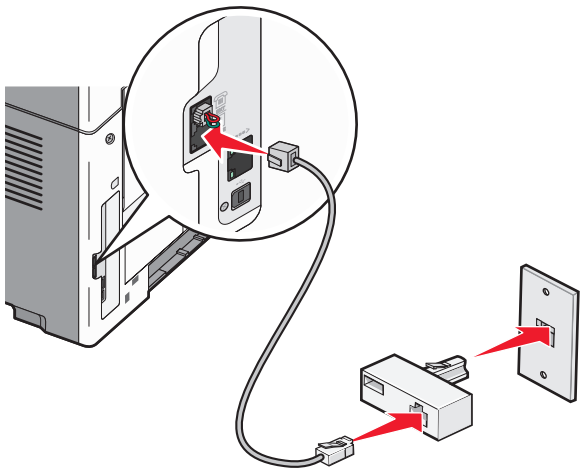
For some countries or regions, a telephone line adapter is included in the box. Use this adapter to connect an answering machine, telephone, or other telecommunications equipment to the printer.

1. Connect one end of the telephone cable that came with the printer to the printer LINE port.

   Note: There is a special RJ-11 plug installed in the printer EXT port. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

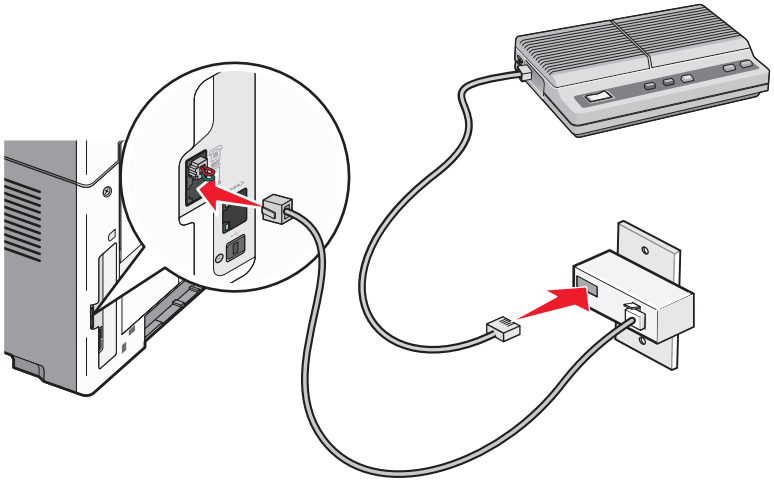
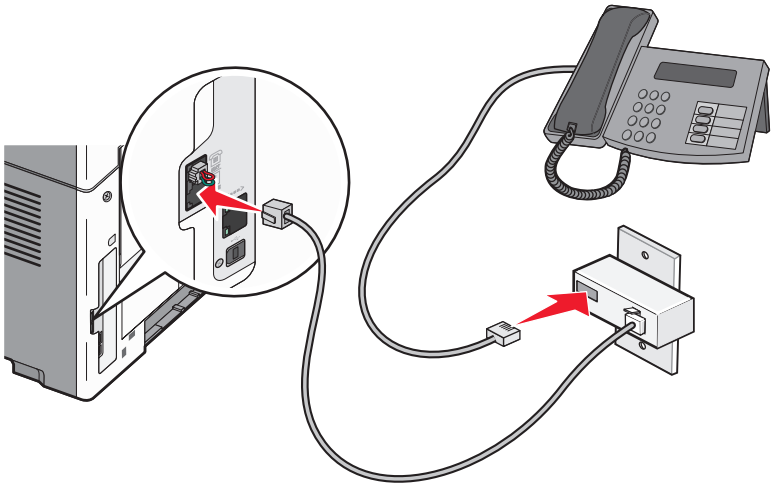
2. Connect the other end of the telephone cable to the adapter, and then connect the adapter to the active telephone wall jack.

   Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



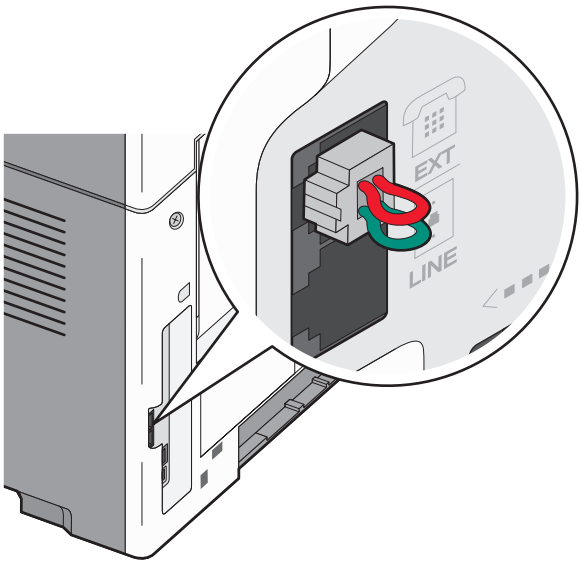
3. Connect the answering machine or telephone to the adapter.

Use one of the following methods:

Answering machine	
Telephone	

Austria, Germany, and Switzerland

There is a special RJ-11 plug installed in the printer EXT port ☎. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

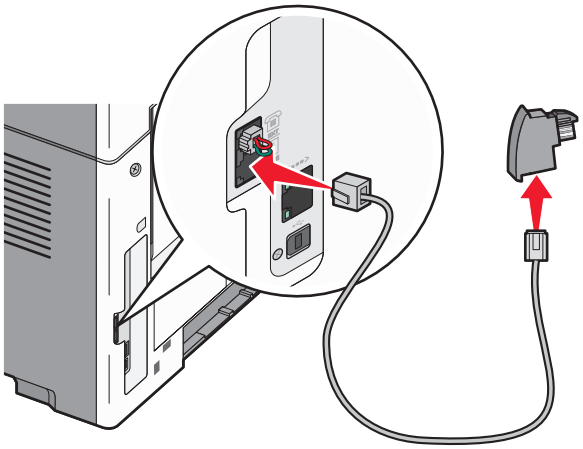


Connecting to a telephone wall jack in Germany

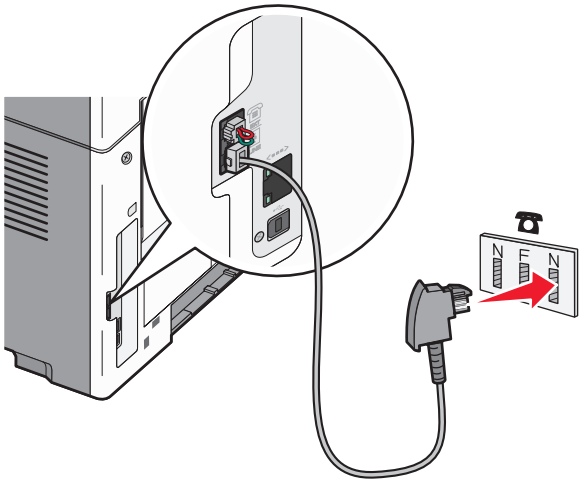
Note: There is a special RJ-11 plug installed in the printer EXT port ☎. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

1. Connect one end of the telephone cable that came with the printer to the printer LINE port ⌸.
2. Connect the other end of the telephone cable to the adapter.

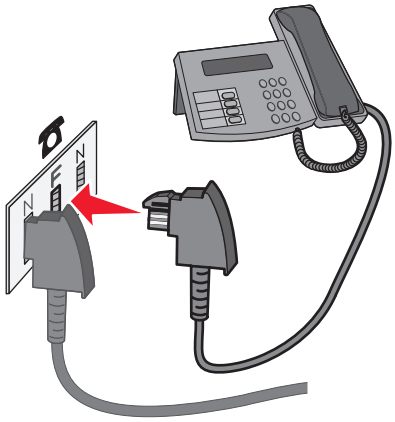
   Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



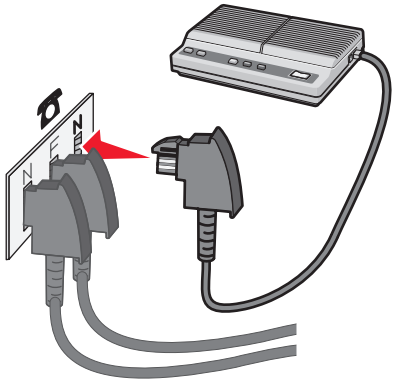
3 Connect the adapter into the N slot of an active analog telephone wall jack.



4 If you would like to use the same line for both fax and telephone communication, then connect a second telephone line (not provided) between the telephone and the F slot of an active analog telephone wall jack.



5 If you would like to use the same line for recording messages on your answering machine, then connect a second telephone cable (not provided) between the answering machine and the other N slot of the active analog telephone wall jack.

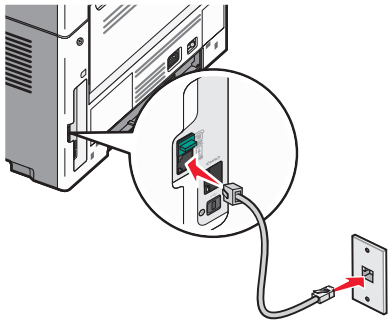


Connecting to a computer with a modem

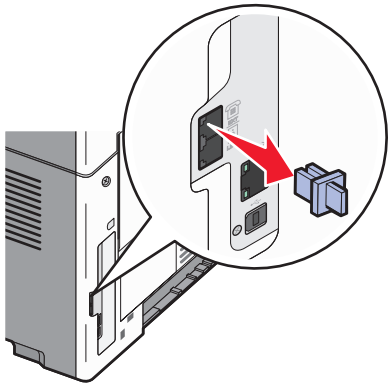
Connect the printer to a computer with a modem to send faxes from the software program.

Note: Setup steps may vary depending on your country or region.

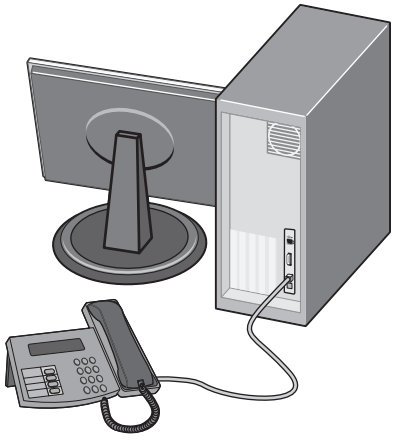
1. Connect one end of the telephone cable that came with the printer to the printer LINE port.
2. Connect the other end of the telephone cable to an active analog telephone wall jack.



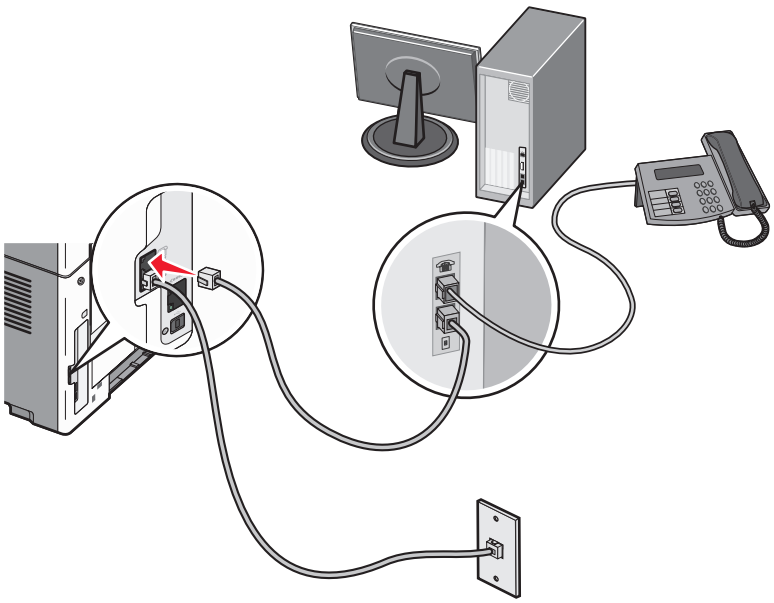
3. Remove the protective plug from the printer EXT port.



4. Connect your telephone to the computer telephone jack.



5 Connect an additional telephone cord (not provided) from the computer modem to the printer EXT port ☎.



Setting the outgoing fax name and number

To have the designated fax name and fax number printed on outgoing faxes:

1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2 Click **Settings**.

3 Click **Fax Settings**.

4 Click **Analog Fax Setup**.

5 Click inside the Station Name box, and then enter the name to be printed on all outgoing faxes.

6 Click inside the Station Number box, and then enter the printer fax number.

7 Click **Submit**.

Setting the date and time

If the date or time that is printed on a fax job is incorrect, then you can reset the date and time. Then the correct date and time will be printed on every fax job. To set the date and time:

1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2 Click **Settings**.

3 Click **Security**.

4 Click **Set Date and Time**.

5 In the Network Time Protocol section, select **Enable NTP**.

Note: If you prefer to set the date and time manually, click inside the Manually Set Date & Time box, and then enter the current date and time.

6 Verify that the time zone is correct.

7 Click **Submit**.

Sending a fax

Sending a fax using the printer control panel

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the printer control panel, press the **Fax** button.

4 Enter the fax number, and then press ✓.

Notes:

- To cause a two- or three-second pause in a fax number, press the **Redial/Pause** button. The dial pause appears as a comma on the "Fax to" line. Use this feature if you need to dial an outside line first.
- Press ⮌ to move the cursor to the left and delete a number.
- To use a fax shortcut, press ▤, and then press the arrow buttons until the fax shortcut you want appears. Press ✓.

5 Press **1** to enter another fax number, or press **2** to end fax number entry.

6 Press ◈.

Sending a fax using the computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software programs.

For Windows users

1 With a file open, click **File → Print**.

2 Click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Click the **Other Options** tab, and then click **Fax**.

4 On the Fax screen, type the name and number of the fax recipient.

5 Click **OK**, and then click **OK** again.

6 Click **Send**.

For Mac OS X version 10.5 users

The steps for sending a fax from the computer vary depending on your operating system. For specific instructions using other Macintosh OS versions, see your Mac OS Help.

1. With a document open, choose **File** > **Print**.
2. From the Printer pop-up menu, choose your printer.

   Note: In order to see the fax options on the Print dialog, you must use the fax driver for your printer. To install the fax driver, choose **Add a printer**, and then install the printer again with a different name, choosing the fax version of the driver.
3. Enter the fax information (for example, the name and number of the fax recipient).
4. Click **Fax**.

Sending a fax at a scheduled time

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Fax** button.
4. Enter the fax number, and then press ☑.
5. From the Fax area, press the **Options** button.
6. Press the arrow buttons until **`Delayed Send`** appears, and then press ☑.
7. Using the keypad, enter the time you want to send the fax.

   If the printer clock is set to 12 Hour format, then use the arrow buttons to select **AM** or **PM**.
8. Press ☑.
9. Using the keypad, enter the date you want to send the fax.
10. Press ☑.
11. Press

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.

3. Click **Manage Shortcuts**.

   Note: A password may be required. If you do not have an ID and password, get one from your system support person.

4. Click **Fax Shortcut Setup**.

5. Type a unique name for the shortcut, and then enter the fax number.

   To create a multiple-number shortcut, enter the fax numbers for the group.

   Note: Separate each fax number in the group with a semicolon (;).

6. Assign a shortcut number.

   If you enter a number that is already in use, then you are prompted to select another number.

7. Click **Add**.

Creating a fax destination shortcut using the printer control panel

1. Press .

   Directory Search appears.

2. Press the arrow buttons until **Add** appears, and then press .

3. Press the arrow buttons until **Fax Number** appears, and then press .

4. Enter the fax number, and then press .

5. Press **1** to enter another fax number, or press **2** to end fax number entry.

6. After selecting **2=NO**, **Enter Name** appears.

   a. Press the button on the keypad that corresponds with the letter you want. The first time you press the button, the number for that button appears. When you press the button again, one of the letters assigned to that button appears.

   b. Press the right arrow button to move to the next space, or wait a few seconds and the cursor will move to the next space.

c Once the fax name is entered, press ✓.

`Save as Shortcut` appears.

d Enter the shortcut number, and then press ✓.

Using shortcuts and the address book

Using fax shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations. You create permanent fax destinations or speed dial numbers in the Manage Shortcuts link located under Settings on the Embedded Web Server. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By making a group fax destination with a shortcut number, you can easily fax broadcast information to an entire group.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Press #, and then enter the shortcut number.

4 Press ◇.

Using the address book

Note: If the address book feature is not enabled, contact your system support person.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the printer control panel, press the **Fax** button.

`To:` appears on the first line, and the time and date appear on the second line.

4 Press the 📖 button.

`Search` appears on the second line.

5 To send your fax, press ✓.

6 Press the arrow buttons until the fax number you want appears, and then press ✓.

7 To send your fax, press ◇.

Customizing fax settings

Changing the fax resolution

Adjusting the resolution setting changes the quality of the fax. Settings range from Standard (fastest speed) to Super Fine (slowest speed, highest resolution).

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Fax** button.
4. Enter the fax number using the keypad.
5. Press the **Options** button.
6. Press the arrow buttons until Resolution appears, and then press ✓.
7. Press the arrow buttons to change the resolution, and then press ✓.
8. Press .

Making a fax lighter or darker

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press the **Fax** button.
4. Enter the fax number using the keypad.
5. Press the **Options** button.
6. Press the arrow buttons until `Darkness` appears, and then press ✓.
7. Press the arrow buttons to make the fax lighter or darker, and then press ✓.
8. Press .

Blocking junk faxes

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.

5 Select **Block No Name Fax**.

   This option blocks all incoming faxes that have a private caller ID or no fax station name.

6 In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

7 Click **Submit**.

Viewing a fax log

1 Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Reports**.

3 Click **Fax Job Log** or **Fax Call Log**.

Canceling an outgoing fax

A fax can be canceled when the document is in the ADF or on the scanner glass. To cancel a fax:

1 From the printer control panel, press .

   Stopping appears, and then **Cancel Job** appears.

2 Press to cancel the job.

   Canceling appears. The printer clears all pages in the ADF or printer and then cancels the job.

Understanding fax options

Original Size

This option lets you choose the size of the documents you are going to fax.

Content

This option tells the printer the original document type. Content affects the quality and size of your scan to fax.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

Resolution

This option increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This increases the amount of time required for the scan and increases the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine**—Recommended for documents with small print
- **Super fine**—Recommended for original documents with fine detail

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Improving fax quality

Question	Tip
When should I use Text mode?	• Use Text mode when text preservation is the main goal of the fax, and preserving images copied from the original document is not a concern. • Text mode is recommended for faxing receipts, carbon copy forms, and documents that contain only text or fine line art.
When should I use Text/Photo mode?	• Use Text/Photo mode when faxing an original document that contains a mixture of text and graphics. • Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Photograph mode?	Use Photograph mode when faxing photos printed on a laser printer or taken from a magazine or newspaper.

Forwarding a fax

This option lets you print and forward received faxes to a fax number.

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

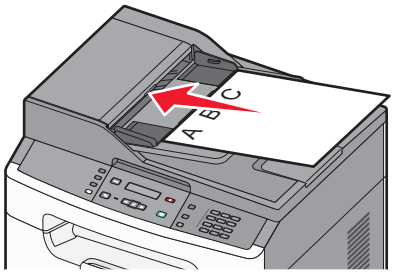
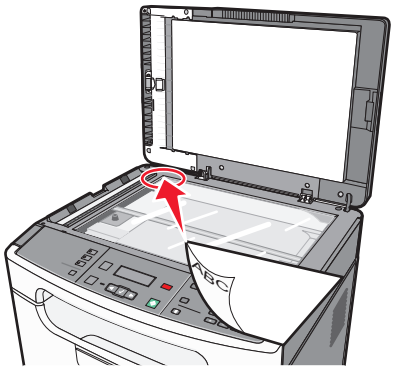
2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.
5. Click inside the **Fax Forwarding** box, and then select one of the following:
   - Print
   - Print and Forward
   - Forward
6. From the **Forward to** list, select **Fax**.

7 Click inside the **Forward to Shortcut** box, and then enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be a valid shortcut number for the setting that was selected in the "Forward to" box.

8 Click **Submit**.

Scanning to a computer

ADF	Scanner glass
 Use the ADF for multiple-page documents. **Note:** The ADF is available on selected models only.	 Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

The scanner lets you scan documents directly to a computer. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer and then downloading the profile to the printer.

Scanning to a computer

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2. Click **Scan Profile**.
3. Click **Create Scan Profile**.
4. Select your scan settings, and then click **Next**.
5. Select a location on your computer where you want to save the scanned output file.
6. Enter a user name and scan name.

   The scan name is the name that appears in the Scan Profile list on the display.

7. Click **Submit**.
8. Scan your document.

   A shortcut number was automatically assigned when you clicked Submit. Remember this shortcut number and use it when you are ready to scan your documents.

   a. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

      Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

   b. If you are loading a document into the ADF, then adjust the paper guides.

   c. Press the **Scan/Email** button.

d Press the arrow buttons until **Profiles** appears, and then press ✓.

e Press #, and then enter the shortcut number.

f Press ◇.

9 Return to the computer to view the file.

The output file is saved in the location you specified or launched in the program you specified.

Understanding scan profile options

These options let you select preset formats or customize the scan job settings. You can adjust these settings:

Standard scan settings

Choose	To
Quick Setup	Select preset output settings. To customize the scan job settings, select **Custom**. Then change the following settings as needed: • Custom • Text Document • Photo (for display) • Photo (for editing) • Presentation/Article • Drawing/Sketch • Last Used Scan Options
Default Content	Tell the printer the original document type. Choose from Text, Mixed, or Photo. Content affects the quality and size of your scanned file. **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background. Use Text mode when text preservation is the main goal of the scan, and preserving images copied from the original document is not a concern. Text mode is recommended for receipts, carbon copy forms, and documents that contain only text or fine line art. **Mixed**—Used when the original documents are a mixture of text and graphics or pictures. Mixed mode is recommended for magazine articles, business graphics, and brochures. **Photo**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved. Use Photo mode when scanning photos printed on a laser printer or taken from a magazine or newspaper.
Darkness	Adjust how light or dark your scanned documents will turn out in relation to the original document.
Color	Tell the printer the color of the original documents. You can select Gray, BW (Black and White), or Color.
Resolution	Adjust the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Page Options

Choose	To
Duplex	Tell the printer if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the document. **Note:** Duplex may not be available on all printer models.
Orientation	Tell the printer whether the original document is in portrait or landscape orientation and then change the Sides and Binding settings to match the original document orientation.
Original Size	Set the size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Advanced Imaging

Choose	To
Background Removal	Adjust the white portion of the output. Click the arrow buttons to increase or decrease the white portion.
Contrast	Adjust the intensity of an image. Click the arrow buttons to increase or decrease the contrast.
Shadow Detail	Adjust the details visible in areas that are darkest in the image being scanned. Click the arrow buttons to increase or decrease the visible detail in the shadows.
Scan edge to edge	Specify if the original document is scanned edge-to-edge prior to scanning.
Mirror Image	Create a mirror image scan.

File Options

Choose	To
Format Type	Set the output (PDF, JPEG, TIFF) for the scanned image. • **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at **www.adobe.com**. • **JPEG**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs • **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
Compression	Set the format used to compress the scanned output file.

Improving scan quality

Question	Tip
When should I use Text mode?	• Use Text mode when text preservation is the main goal of the scan, and preserving images copied from the original document is not a concern. • Text mode is recommended for receipts, carbon copy forms, and documents that only contain text or fine line art.

Question	Tip
When should I use Text/Photo mode?	• Use Text/Photo mode when scanning an original document that contains a mixture of text and graphics. • Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Use Photograph mode when the original document is a high-quality print or photograph.

Using the Scan Center software

Understanding the Scan Center features

The Scan Center software lets you modify scan settings and select where to send the scanned output. Scan settings modified with the Scan Center software can be saved and used for other scan jobs.

The following features are available:

- Scan and send images to your computer
- Convert scanned images to text
- Preview the scanned image and adjust the brightness and contrast
- Make larger scans without losing detail
- Scan two-sided documents

Understanding printer menus

Menus list

A number of menus are available to make it easy for you to change the default printer settings:

Paper Menu

Default Source
Size/Type
Paper Texture
Paper Weight
Paper Loading
Custom Types
Universal Setup

Reports

Menu Settings Page
Device Statistics
Network <x> Setup Page
Shortcut List
Fax Job Log
Fax Call Log
E-Mail Shortcuts
Fax Shortcuts
Profiles List
Print Fonts
Print Directory
Asset Report

Network/Ports

Network Menu*
USB Menu

Settings

General Settings
Copy Settings
Fax Settings
Print Settings
Utilities Menu
Set Date/Time

* Depending on the printer setup, this menu item appears as Standard Network or Network <x>.

Paper menu

Default Source menu

Menu item	Description
Default Source Tray 1 Manual Paper Manual Env	Sets a default paper source for all print jobs **Notes:** • Tray 1 (standard tray) is the factory default setting. • A paper source selected by a print job will override the Default Source setting for the duration of the print job.

Size/Type menu

Menu item	Description
Select Source menu Tray 1 Manual Paper Manual Env	**Note:** These menus let you specify the installed paper size and type in the selected tray or manual feeder.
Set Size menu for Tray 1 A4 A5 JIS B5 Executive Folio Legal Letter Oficio (Mexico) Statement Universal	Lets you specify the paper size loaded in Tray 1 **Note:** Letter is the US factory default setting. A4 is the international factory default setting.
Set Size menu for Manual Paper A4 A5 JIS B5 Executive Folio Legal Letter Oficio (Mexico) Statement Universal	Lets you specify the size of the paper being loaded in the manual feeder **Note:** Letter is the US factory default setting. A4 is the international factory default setting.
Set Size menu for Manual Env 7 3/4 Envelope 9 Envelope 10 Envelope C5 Envelope B5 Envelope DL Envelope Other Envelope	Lets you specify the size of the envelope being manually loaded **Note:** 10 Envelope is the US factory default setting. DL Envelope is the international factory default setting.

Menu item	Description
Set Type menu for Tray 1 Plain Paper Card Stock Transparency Recycled Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type <x>	Lets you specify the type of paper loaded in Tray 1 **Notes:** • Plain Paper is the factory default setting for Tray 1. • If available, a user-defined name will appear instead of Custom Type <x>.
Set Type menu for Manual Paper Plain Paper Card Stock Transparency Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type <x>	Lets you specify the type of paper being manually loaded **Note:** Plain Paper is the factory default setting.
Set Type menu for Manual Env Envelope Rough Envelope Custom Type <x>	Lets you specify the type of envelope being manually loaded **Note:** Envelope is the factory default setting.

Paper Texture menu

In the Paper Texture menu, the Select Type and Select Texture features work together to enable you to select the texture for a specific type of paper.

Menu item	Description
Select Type Plain Texture Card Stock Texture Transparency Texture Recycled Texture Labels Texture Bond Texture Envelope Texture Rough Envelope Texture Letterhead Texture Preprinted Texture Colored Texture Light Texture Heavy Texture Rough/Cotton Texture Custom <x> Texture	Specifies the paper type
Select Texture Smooth Normal Rough	After you select a setting for Select Type, the Select Texture feature lets you set the texture for that type of media. **Notes:** • Normal is the factory default setting for most items. • Rough is the factory default setting for Bond. • When Rough Texture is the setting selected for Select Type, Rough is the only Select Texture setting available. • Settings appear only if the paper is supported.

Paper Weight menu

In the Paper Weight menu, the Select Type and Select Weight features work together to enable you to select the weight for a specific type of paper.

Menu item	Description
Select Type Plain Weight Card Stock Weight Transparency Weight Recycled Weight Labels Weight Bond Weight Envelope Weight Rough Envelope Weight Letterhead Weight Preprinted Weight Colored Weight Light Weight Heavy Weight Rough/Cotton Weight Custom <x> Texture	Specifies the paper type
Select Weight Light Normal Heavy	After you select a setting for Select Type, the Select Weight feature lets you set the weight for that type of media. **Notes:** • Normal is the factory default setting for most items. • When Light Weight is the setting selected for Select Type, Light is the only Select Weight setting available. • When Heavy Weight is the setting selected for Select Type, Heavy is the only Select Weight setting available. • Settings appear only if the paper is supported.

Custom Types menu

Menu item	Description
Custom Type <x> Paper Card Stock Transparency Labels Envelope Rough/Cotton	Name a **Custom Type <x>**, and this user-defined name displays instead of **Custom Type <x>**. **Notes:** • The Custom Name must be limited to 16 characters. • Paper is the factory default setting for the Custom Type. • The custom media type must be supported by the selected tray or feeder in order for you to print from that source.

Menu item	Description
Recycled Paper Card Stock Transparency Labels Envelope Rough/Cotton	Assign a paper type for the Recycled paper type loaded, and it will also be the Recycled paper type in other menus. **Notes:** • Paper is the factory default setting. • The Recycled type must be supported by the selected tray or feeder in order for you to print from that source.

Custom Scan Sizes menu

Menu item	Description
ID Card Width 1–8.50 inches (25–216 mm) Height 1–14 inches (25–356 mm) Orientation Portrait Landscape 2 scans/side Off On	Specifies a custom scan size name and options **Notes:** • The display shows "ID Card" unless you have named the menu item differently. • 4.65 inches is the US factory default setting for Width for Size 1. 118 millimeters is the international factory default setting for Width for Size 1. • 8.5 inches is the US factory default setting for Width for Size 2. 216 millimeters is the international factory default setting for Width for Size 2. • 6 inches is the US factory default setting for Height for Size 1. 154 millimeters is the international factory default setting for Height for Size 1. • 14 inches is the US factory default setting for Height for Size 2. 356 millimeters is the international factory default setting for Height for Size 2. • Landscape is the factory default setting for Orientation. • On is the factory default setting for 2 scans/side.

Menu item	Description
Custom Scan Size Width 1–8.50 inches (25–216 mm) Height 1–14 inches (25–356 mm) Orientation Portrait Landscape 2 scans/side Off On	Specifies a custom scan size name and options **Notes:** • The display shows "Custom Scan Size" unless you have named the menu item differently. • 4.65 inches is the US factory default setting for Width for Size 1. 118 millimeters is the international factory default setting for Width for Size 1. • 8.5 inches is the US factory default setting for Width for Size 2. 216 millimeters is the international factory default setting for Width for Size 2. • 6 inches is the US factory default setting for Height for Size 1. 154 millimeters is the international factory default setting for Height for Size 1. • 14 inches is the US factory default setting for Height for Size 2. 356 millimeters is the international factory default setting for Height for Size 2. • Landscape is the factory default setting for Orientation. • Off is the factory default setting for 2 scans/side.

Universal Setup menu

These menu items are used to specify the height, width, and feed direction of the Universal Paper Size. The Universal Paper Size is a user-defined paper size. It is listed with the other paper size settings and includes similar options, such as support for duplex printing and printing multiple pages on one sheet.

Menu item	Description
Units of Measure Inches Millimeters	Identifies the units of measure **Notes:** • Inches is the US factory default setting. • Millimeters is the international factory default setting.
Portrait Width 3–14.17 inches 76–360 mm	Sets the portrait width **Notes:** • If the width exceeds the maximum, then the printer uses the maximum width allowed. • 8.5 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 216 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.

Menu item	Description
Portrait Height 3–14.17 inches 76–360 mm	Sets the portrait height **Notes:** • If the height exceeds the maximum, then the printer uses the maximum height allowed. • 14 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 356 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.
Feed Direction Short Edge Long Edge	Specifies the feed direction **Notes:** • Short Edge is the factory default setting. • Long Edge appears only if the longest edge is shorter than the maximum length supported in the tray.

Reports menu

Reports menu

Note: When you select a menu item from the Reports menu, the indicated report prints.

Menu item	Description
Menu Settings Page	Prints a report containing information about paper loaded into trays, installed memory, the total page count, alarms, timeouts, the printer control panel language, the TCP/IP address, the status of supplies, the status of the network connection, and other information
Device Statistics	Prints a report containing printer statistics such as supply information and details about printed pages
Network Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address information **Note:** This menu item appears only for network printers or printers connected to print servers.
Shortcut List	Prints a report containing information about configured shortcuts
Fax Job Log	Prints a report containing information about the last 200 completed faxes
Fax Call Log	Prints a report containing information about the last 100 attempted, received, and blocked calls
E-mail Shortcuts	Prints a report containing information about e-mail shortcuts
Fax Shortcuts	Prints a report containing information about fax shortcuts
Print Fonts	Prints a report of all the fonts available for the printer language currently set in the printer

Menu item	Description
Asset Report	Prints a report containing asset information, including the printer serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database.

Settings menu

General Settings menu

Menu item	Description
Display Language English Francais Deutsch Italiano Espanol Dansk Norsk Nederlands Svenska Portuguese Suomi Russian Polski Magyar Turkce Cesky Simplified Chinese Traditional Chinese Korean Japanese	Sets the language of the text appearing on the display **Note:** All languages may not be available for all printers.
Eco-Mode Off Energy Energy/Paper Paper	Minimizes the use of energy, paper, or specialty media **Notes:** • Off is the factory default setting. Off resets the printer to its factory default settings. • The Energy setting minimizes the power used by the printer. Performance may be affected but quality is not. • Paper minimizes the amount of paper and specialty media needed for a print job. Performance may be affected but quality is not. • Energy/Paper minimizes the use of power and of paper and specialty media.

Menu item	Description
Quiet Mode Off On	Reduces the amount of noise produced by the printer **Notes:** • Off is the factory default setting. • On configures the printer to produce as little noise as possible.
Run Initial setup Yes No	Instructs the printer to run the setup wizard **Notes:** • Yes is the factory default setting. • After completing the setup wizard by selecting Done at the Country select screen, the default setting becomes No.
Paper Sizes U.S. Metric	Specifies the printer factory default measurements. The default setting is determined by the country selection in the initial setup wizard.
Scan to PC Port Range <port range>	Specifies a valid port range for printers behind a port blocking firewall. The valid ports are specified by two sets of numbers separated by a semicolon. **Note:** 9751:12000 is the factory default setting.
Date Format MM-DD-YYYY DD-MM-YYYY YYYY-MM-DD	Formats the printer date **Note:** MM-DD-YYYY is the US factory default setting and DD-MM-YYYY is the international factory default setting.
Time Format 12 hour A.M./P.M. 24 hour clock	Formats the printer time **Note:** The factory default setting is 12 hour A.M./P.M.
Alarms Alarm Control Cartridge Alarm	Sets an alarm to sound when the printer requires operator intervention. Available selections for each alarm type are: Off Single Continuous **Notes:** • Single is the factory default setting for Alarm Control. Single sounds three quick beeps. • Off means no alarm will sound. • Continuous repeats three beeps every 10 seconds.
Timeouts Power Saver Disabled 1–240	Specifies the number of minutes of inactivity before some systems begin entering a minimum power state. **Note:** 30 minutes is the factory default setting.
Timeouts Screen Timeout 15–300	Sets the amount of time in seconds the printer waits before returning the printer display to a **Ready** state **Note:** 30 seconds is the factory default setting.

Menu item	Description
Timeouts Print Timeout Disabled 1–255	Sets the amount of time in seconds the printer waits to receive an end-of-job message before canceling the remainder of the print job **Notes:** • 90 seconds is the factory default setting. • When the timer expires, any partially printed page still in the printer is printed, and then the printer checks to see if any new print jobs are waiting. • Print Timeout is available only when using PCL or PPDS emulation. This setting has no effect on PostScript emulation print jobs.
Timeouts Wait Timeout Disabled 15–65535	Sets the amount of time in seconds the printer waits for additional data before canceling a print job **Notes:** • 40 seconds is the factory default setting. • Wait Timeout is available only when the printer is using PostScript emulation. This setting has no effect on PCL or PPDS emulation print jobs.
Factory Defaults Do Not Restore Restore Now	Returns the printer settings to the factory default settings **Notes:** • Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings. • Restore returns all printer settings to the factory default settings except Network/Ports menu settings. All downloads stored in RAM are deleted.

Copy Settings menu

Menu item	Description
Content Text Text/Photo Photograph	Specifies the type of content contained in the copy job **Notes:** • Text emphasizes sharp, black, high-resolution text against a clean, white background. • Text/Photo is the factory default setting. Text/Photo is used when the original documents are a mixture of text and graphics or pictures. • Photograph tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

Menu item	Description
Paper Saver Off 2 on 1 Portrait 2 on 1 Landscape 4 on 1 Portrait 4 on 1 Landscape	Sets two or four sheets of an original document together on the same page **Note:** Off is the factory default setting.
Print Page Borders On Off	Specifies whether a border is printed around the edge of the page at the margins **Note:** Off is the factory default setting.
Collate On Off	Keeps the pages of a print job stacked in sequence when making multiple copies of the job **Note:** On is the factory default setting.
Original Size Letter Legal Executive Folio Statement Universal ID Card Custom Scan Size 4 x 6 in. 3 x 5 in. Business Card A4 A5 Oficio (Mexico) JIS B5	Specifies the paper size of the original document **Notes:** • Letter is the US factory default setting. A4 is the international factory default setting. • A setting with an * indicates it is the current default setting.
Paper Source Tray <x> Manual Feeder	Specifies the paper source for copy jobs **Note:** Tray 1 is the factory default setting.
Darkness -4 to +4	Specifies the level of darkness for the copy job **Note:** The factory default setting is 0.
Number of Copies 1–999	Specifies the number of copies for the copy job **Note:** The factory default setting is 1.
Background Removal -4 to +4	Adjusts the amount of background visible on a copy **Note:** The factory default setting is 0.
Contrast 0–5 Best for content	Specifies the contrast used for the copy job **Note:** "Best for content" is the factory default setting.
Shadow Detail -4 to +4	Adjusts the amount of shadow detail visible on a copy **Note:** 0 is the factory default setting.

Menu item	Description
Scan edge to edge On Off	Specifies if the original document is scanned edge-to-edge prior to copying **Note:** Off is the factory default setting.
Sharpness 1–5	Adjusts the sharpness of a copy **Note:** 3 is the factory default setting.

Fax Settings menu

General Fax Settings

Menu item	Description
Station Name	Specifies the fax station name of the printer
Station Number	Specifies a fax number associated with the printer
Station ID Station Name Station Number	Specifies how the printer is identified
Enable Manual Fax On Off	Sets the printer to fax manually only, which requires a line splitter and a telephone hand set **Notes:** • Off is the factory default setting. • Use a regular telephone to answer an incoming fax job and to dial a fax number. • Touch **# 0** on the numeric keypad to go directly to the Manual Fax function.
Cancel Faxes Allow Don't Allow	Specifies whether the printer may cancel fax jobs **Note:** If Cancel Faxes is not enabled, it will not appear as an option. Allow is the factory default setting.
Caller ID FSK DTMF	Specifies the type of caller ID being used **Note:** This option appears only when the selected country supports multiple caller ID patterns.

Fax Send Settings

Menu item	Description
Resolution Standard Fine Super Fine	Specifies quality in dots per inch (dpi). A higher resolution gives greater print quality, but it increases the fax transmission time for outgoing faxes. **Note:** Standard is the factory default setting.

Menu item	Description
Original Size Mixed Sizes Letter Legal Executive Folio Statement A4 A5 JIS B5 Universal 4 x 6 3 x 5 Business Card Oficio (Mexico) ID Card Custom Scan Sizes	Specifies the paper size of the document that is being scanned **Note:** Mixed Sizes is the US factory default setting. A4 is the international factory default setting.
Content Text Text/Photo Photograph	Specifies the type of content that will be scanned to fax **Notes:** • Text is the factory default setting. • Text is used when the document is mostly text. • Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art. • Photograph is used when the document is a high-quality photograph or inkjet print.
Darkness -4 to +4	Lightens or darkens the output **Note:** 0 is the factory default setting.
Dial Prefix	Lets you enter a dialing prefix, such as 99. A numeric entry field is provided.
Automatic Redial 0–9	Specifies the number of times the printer tries to send the fax to a specified number **Note:** 5 is the factory default setting.
Redial Frequency 1–200	Specifies the number of minutes between redials **Note:** 3 minutes is the factory default setting.
Behind a PABX Yes No	Enables switchboard blind dialing without a dial tone **Note:** No is the factory default setting.
Enable ECM Yes No	Enables Error Correction Mode for fax jobs **Note:** Yes is the factory default setting.
Enable Fax Scans On Off	Lets you send faxes by scanning at the printer **Note:** On is the factory default setting.

Menu item	Description
Driver to fax Yes No	Allows driver to fax jobs to be sent by the printer **Note:** Yes is the factory default setting.
Dial Mode Tone Pulse	Specifies the dialing sound, either as a tone or a pulse **Note:** Tone is the factory default setting.
Max Speed 2400 4800 9600 14400 33600	Specifies the maximum speed in baud at which faxes are sent **Note:** 33600 baud is the factory default setting.
Background Removal -4 to +4	Adjusts the amount of background visible on a copy **Note:** 0 is the factory default setting.
Contrast Best for content 0–5	Specifies the contrast of the output **Note:** "Best for content" is the factory default setting.
Shadow Detail -4 to +4	Adjusts the amount of shadow detail visible on a copy **Note:** 0 is the factory default setting.
Scan edge to edge On Off	Specifies if the original document is scanned edge-to-edge **Note:** Off is the factory default setting.
Sharpness 1–5	Adjusts the sharpness of a fax **Note:** 3 is the factory default setting.

Fax Receive Settings

Menu item	Description
Enable Fax Receive On Off	Allows fax jobs to be received by the printer **Note:** On is the factory default setting.
Rings to Answer 1–25	Specifies the number of rings before answering an incoming fax job **Note:** 3 is the factory default setting.
Auto Answer Yes No	Allows the printer to answer an incoming fax job **Note:** Yes is the factory default setting.
Manual Answer Code 1–9	Lets you enter a code on the telephone number pad to begin receiving a fax **Notes:** • This menu item is used when the printer shares a line with a telephone. • 9 is the factory default setting.

Menu item	Description
Auto Reduction On Off	Scales an incoming fax job so it fits the size of the paper loaded in the designated fax source **Note:** On is the factory default setting.
Fax Footer On Off	Prints the transmission information at the bottom of each page from a received fax **Note:** Off is the factory default setting.
Max Speed 2400 4800 9600 14400 33600	Specifies the maximum speed in baud at which faxes are received **Note:** 33600 (baud) is the factory default setting.
Block No Name Fax On Off	Enables blocking of incoming faxes sent from devices with no station ID specified **Note:** Off is the factory default setting.

Fax Log Settings

Menu item	Description
Transmission Log Print log Do not print log Print only for error	Enables printing of a transmission log after each fax job **Note:** Print log is the factory default setting.
Receive Error Log Print Never Print on Error	Enables printing of a receive error log following a receive error **Note:** Print Never is the factory default setting.
Auto Print Logs On Off	Enables automatic printing of fax logs **Note:** On is the factory default setting.
Logs Display Remote Station Name Dialed Number	Specifies whether printed logs display the dialed number or the station name **Note:** "Remote Station Name" is the factory default setting.
Enable Job Log On Off	Enables access to the Fax Job log **Note:** On is the factory default setting.
Enable Call Log On Off	Enables access to the Fax Call log **Note:** On is the factory default setting.

Speaker Settings

Menu item	Description
Speaker Mode Always Off On until Connected Always On	**Notes:** • Always Off turns the speaker off. • "On until Connected" is the factory default setting. The speaker is on and issues a noise until the fax connection is made. • Always On turns the speaker on.
Speaker Volume High Medium Low	Controls the volume setting **Note:** High is the factory default setting.
Ringer Volume On Off	Controls the ringer volume for the fax speaker **Note:** On is the factory default setting.

Distinctive Ring Settings

Menu item	Description
Single Ring On Off	Answers calls with a one-ring pattern **Note:** On is the factory default setting.
Double Ring On Off	Answers calls with a double-ring pattern **Note:** On is the factory default setting.
Triple Ring On Off	Triple Ring answers calls with a triple-ring pattern **Note:** On is the factory default setting.

Print Settings

Setup menu

Menu item	Description
Printer Language PS Emulation PCL Emulation	Sets the default printer language **Notes:** • PostScript emulation uses a PS interpreter for processing print jobs. PCL emulation uses a PCL interpreter for processing print jobs. • The factory default printer language is PCL Emulation. • Setting a printer language as the default does not prevent a software program from sending print jobs that use another printer language.

Menu item	Description
Print Area Normal Whole Page	Sets the logical and physical printable area **Notes:** • Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary. • The Whole Page setting allows the image to be moved into the non-printable area defined by the Normal setting, but the printer will clip the image at the Normal setting boundary. • The Whole Page setting affects only pages printed using a PCL 5e interpreter. This setting has no effect on pages printed using the PCL XL or PostScript interpreter.

Finishing menu

Menu item	Description
Copies 1–999	Specifies a default number of copies for each print job **Note:** 1 is the factory default setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job **Note:** "Do Not Print" is the factory default setting.
Collate On Off	Stacks the pages of a print job in sequence when printing multiple copies **Notes:** • Off is the factory default setting. No pages will be collated. • The On setting stacks the print job sequentially. • Both settings print the entire job the number of times specified by the Copy menu setting.
N-Up Off 2 Up 4 Up 6 Up 9 Up 16 Up	Specifies that multiple-page images are printed on one side of a sheet of paper **Notes:** • The number selected is the number of page images that will print per side • Off is the factory default setting.
N-Up Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies how the page images appear on the physical page **Note:** Horizontal is the factory default setting.

Menu item	Description
Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page sheet **Notes:** • Auto is the factory default setting. The printer chooses between portrait and landscape. • Long Edge uses landscape. • Short Edge uses portrait.
N-Up Border None Solid	Prints a border around each page image **Note:** None is the factory default setting.

Quality menu

Menu item	Description
Print Resolution 600 dpi 1200 dpi 1200 Image Q 2400 Image Q	Specifies the printed output resolution **Note:** 600 dpi is the factory default setting. The printer driver default is 1200 Image Q.
Pixel Boost Off Fonts Horizontally Vertically Both Directions	Enhances the printed quality of small fonts and graphics **Notes:** • Off is the factory default setting. • The Fonts setting applies only to text. • Horizontally darkens horizontal lines of text and images. • Vertically darkens vertical lines of text and images. • Both Directions darkens horizontal and vertical lines of text and images. • Isolated allows you to select a particular area.
Toner Darkness 1–10	Lightens or darkens the printed output **Notes:** • 8 is the factory default setting. • Selecting a smaller number can help conserve toner.
Enhance Fine Lines On Off	Enables a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts **Notes:** • Off is the factory default setting. • To set Enhance Fine Lines using the Embedded Web Server, type the network printer IP address in a browser window.

PostScript menu

Menu item	Description
Print PS Error On Off	Prints a page containing the PostScript error **Note:** Off is the factory default setting.

PCL Emul menu

Menu item	Description
Font Source Resident Download All	Specifies the set of fonts available **Notes:** • Resident is the factory default setting. It shows the factory default set of fonts downloaded into RAM. • Download appears only if downloaded fonts exist. It shows all the fonts downloaded into RAM. • All shows all fonts available to any option.
Font Name <x>	Lets you view or change the setting from a selection list
Symbol Set <x>	Lets you view or change the setting from a selection list
PCL Emulation Settings Pitch 0.08–100	Specifies the font pitch for scalable monospaced fonts **Notes:** • 10 is the factory default setting. • Pitch refers to the number of fixed-space characters per inch (cpi). • Pitch can be increased or decreased in 0.01-cpi increments. • For nonscalable monospaced fonts, the pitch appears on the display but cannot be changed.
PCL Emulation Settings Orientation Portrait Landscape	Specifies the orientation of text and graphics on the page **Notes:** • Portrait is the factory default setting. • Portrait prints text and graphics parallel to the short edge of the page. • Landscape prints text and graphics parallel to the long edge of the page.
PCL Emulation Settings Lines per Page 1–255	Specifies the number of lines that print on each page **Notes:** • 60 is the US factory default setting. 64 is the international factory default setting. • The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page.

Menu item	Description
PCL Emulation Settings A4 Width 198 mm 203 mm	Sets the printer to print on A4-size paper **Notes:** • 198 mm is the factory default setting. • The 203 mm setting sets the width of the page to allow the printing of eighty 10-pitch characters.
PCL Emulation Settings Auto CR after LF On Off	Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command **Note:** Off is the factory default setting.
PCL Emulation Settings Auto LF after CR On Off	Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command **Note:** Off is the factory default setting.

Network/Ports menu

Standard Network or Network <x> menus

Note: Only active ports appear in this menu; all inactive ports are omitted.

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When the Off setting is used, the printer does not examine incoming data. • When the Off setting is used, the printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When the Off setting is used, the printer does not examine incoming data. • When the Off setting is used, the printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.

Menu item	Description
NPA Mode Off Auto	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
Network Buffer Auto 3K to <maximum size allowed>	Sets the size of the network input buffer **Notes:** • Auto is the factory default setting. • The value can be changed in 1-K increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Network Buffer, disable or reduce the size of the USB buffer. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
Mac Binary PS On Off Auto	Sets the printer to process Macintosh binary PostScript print jobs **Notes:** • Auto is the factory default setting. • The Off setting filters print jobs using the standard protocol. • The On setting processes raw binary PostScript print jobs.
Std Network Setup Reports Network Card TCP/IP IPv6 **Net <x> Setup** Reports Network Card TCP/IP IPv6	For descriptions and settings of the network setup menus, see the following: • "Network Reports menu" on page 106 • "Network Card menu" on page 107 • "TCP/IP menu" on page 107 • "IPv6 menu" on page 108

Network Reports menu

This menu is available from the Network/Ports menu:

Network/Ports → Standard Network or **Network <x> → Std Network Setup** or **Net <x> Setup → Reports** or **Network Reports**

Menu item	Description
Print Setup Page	Prints a report containing information about the current network setup **Note:** The Print Setup Page contains information about the network printer settings, such as the TCP/IP address.

Network Card menu

This menu is available from the Network/Ports menu:

Network/Ports → Standard Network or **Network <x> → Std Network Setup** or **Net <x> Setup → Network Card**

Menu item	Description
View Card Status Connected Disconnected	Lets you view the connection status of the Network Card
View Card Speed	Lets you view the speed of a currently active network card
Network Address UAA LAA	Lets you view the network addresses
Job Timeout 0-225 seconds	Sets the amount of time in seconds that a network print job can take before it is canceled **Notes:** • 90 seconds is the factory default setting. • A setting value of 0 disables the timeout. • If a value of 1–9 is selected, then the setting is saved as 10.
Banner Page Off On	Allows the printer to print a banner page **Note:** Off is the factory default setting.

TCP/IP menu

Use the following menu items to view or set the TCP/IP information.

Note: This menu is available only for network models or printers attached to print servers.

This menu is available from the Network/Ports menu:

Network/Ports → Standard Network or **Network <x> → Std Network Setup** or **Net <x> Setup → TCP/IP**

Menu item	Description
Activate On Off	Activates TCP/IP **Note:** On is the factory default setting.

Menu item	Description
View Hostname	Lets you view the current TCP/IP hostname **Note:** This can be changed only from the Embedded Web Server.
IP Address	Lets you view or change the current TCP/IP Address **Note:** Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP.
Netmask	Lets you view or change the current TCP/IP Netmask
Gateway	Lets you view or change the current TCP/IP Gateway
Enable DHCP On Off	Specifies the DHCP address and parameter assignment setting
Enable AutoIP Yes No	Specifies the Zero Configuration Networking setting **Note:** Yes is the factory default setting.
Enable FTP/TFTP Yes No	Enables the built-in FTP server, which allows you to send files to the printer using the File Transfer Protocol. **Note:** Yes is the factory default setting.
Enable HTTP Server Yes No	Enables the built-in web server (Embedded Web Server). When enabled, the printer can be monitored and managed remotely using a Web browser. **Note:** Yes is the factory default setting.
WINS Server Address	Lets you view or change the current WINS Server Address
DNS Server Address	Lets you view or change the current DNS Server Address

IPv6 menu

Use the following menu items to view or set the Internet Protocol version 6 (IPv6) information.

Note: This menu is available only for network models or printers attached to print servers.

This menu is available from the Network/Ports menu:

Network/Ports → Standard Network or **Network <x> → Std Network Setup** or **Net <x> Setup → IPv6**

Menu item	Description
Enable IPv6 On Off	Enables IPv6 in the printer **Note:** On is the factory default setting.
Auto Configuration On Off	Specifies whether the network adapter accepts the automatic IPv6 address configuration entries provided by a router **Note:** On is the factory default setting.
View Hostname **View Address** **View Router Address**	Lets you view the current setting **Note:** These settings can be changed only from the Embedded Web Server.

Menu item	Description
Enable DHCPv6 On Off	Enables DHCPv6 in the printer **Note:** On is the factory default setting.

USB menu

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When the Off setting is used, the printer does not examine incoming data. • When the Off setting is used, the printer uses PostScript emulation if the PS SmartSwitch setting is On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch setting is Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When the Off setting is used, the printer does not examine incoming data. • When the Off setting is used, the printer uses PCL emulation if the PCL SmartSwitch setting is On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch setting is Off.
NPA Mode On Off Auto	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
USB Buffer Disabled Auto 3K to <maximum size allowed>	Sets the size of the USB input buffer **Notes:** • Auto is the factory default setting. • The Disabled setting turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed. • The USB buffer size value can be changed in 1-K increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether the Resource Save setting is On or Off. • To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated.

Menu item	Description
Mac Binary PS On Off Auto	Sets the printer to process Macintosh binary PostScript print jobs **Notes:** • Auto is the factory default setting. • The Off setting filters print jobs using the standard protocol. • The On setting processes raw binary PostScript print jobs.
USB With ENA ENA Address ENA Netmask ENA Gateway	Sets the network address, netmask, or gateway information for an external print server that is attached to the printer using a USB cable **Note:** This menu item is available only if the printer is attached to an external print server through the USB port.

Set Date and Time

Menu item	Description
View Date/Time	Displays the time in YYYY-MM-DD HH:MM format **Note:** This is a view only screen.
Set Date/Time Yes No	Instructs the printer to run the setup wizard **Notes:** • Yes is the factory default setting. • After completing the setup wizard by selecting Done at the Country select screen, the default becomes No.
Time Zone (North, Central, and South America) Hawaii * Alaska Tijuana (PST) USA/Canada PST USA/Canada MST USA/Canada CST USA/Canada EST Canada AST Caracas (VET) Newfoundland (NST) Brasilia (BRT)	Specifies the time zone for the fax **Note:** * indicates that this value *does not* have pre-programmed Daylight Savings Time Start and End times.

Menu item	Description
Time Zone (Europe and Africa) Azores (AZOT) Praia (CVT) * GMT (*) Dublin, Ireland London (BST) Western Europe Central Europe Eastern Europe Cairo (EET) Pretoria (SAST) * Moscow (MSK)	Specifies the time zone for the fax **Note:** * indicates that this value *does not* have pre-programmed Daylight Savings Time Start and End times.
Time Zone (Asia) Jerusalem (IST) Abu Dhabi GIST)* Kabul (AFT) * Islamabad (PKT) * New Delhi (IST) * Kathmandu (NPT) * Astana (ALMT) * Yangon (MMT) * Bangkok (ICT) * Beijing (CST) * Seoul (KST) * Tokyo (JST) *	Specifies the time zone for the fax **Note:** * indicates that this value *does not* have pre-programmed Daylight Savings Time Start and End times.
Time Zone (Australia and the Pacific region) Australia WST Australia CST Darwin (CST) * Australia EST Queensland (EST) * Tasmania (EST) Wellington (NZST) Not Listed	Specifies the time zone for the fax **Note:** * indicates that this value *does not* have pre-programmed Daylight Savings Time Start and End times.
Observe DST On Off	Accommodates Daylight Savings Time changes **Note:** On is the factory default setting.
Enable NTP On Off	Lets the printer clock synchronize with the Network Time Protocol (NTP) server **Note:** On is the factory default setting.

Maintaining the printer

Periodically, certain tasks are required to maintain optimum print quality.

Cleaning the exterior of the printer

1. Make sure that the printer is turned off and unplugged from the wall outlet.

   CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

2. Remove all paper from the printer.
3. Dampen a clean, lint-free cloth with water.

   Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the printer.

4. Wipe only the outside of the printer.

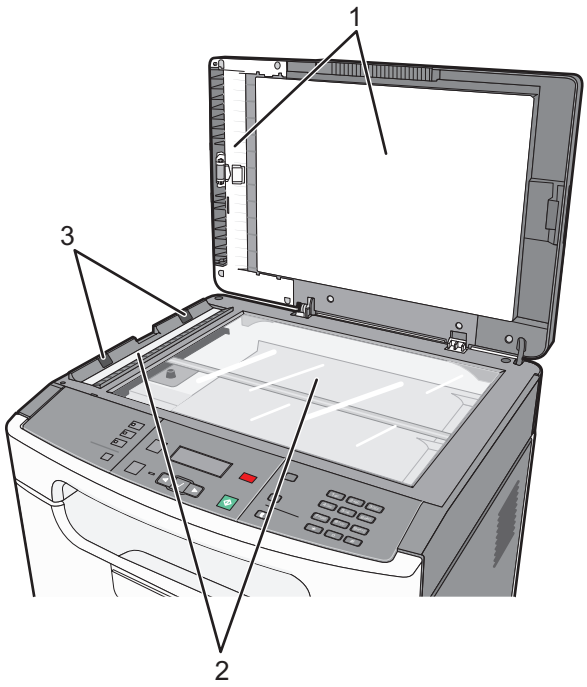
   Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your printer.

5. Make sure all areas of the printer are dry before beginning a new print job.

Cleaning the scanner glass

If you encounter print quality problems, such as streaks on copied or scanned images, clean the areas shown.

1. Slightly dampen a soft, lint-free cloth or paper towel with water.
2. Open the scanner cover.



1	White undersides of the scanner glass cover and the ADF cover
2	Scanner glass and ADF glass
3	ADF tabs

3. Wipe the areas shown and let them dry.

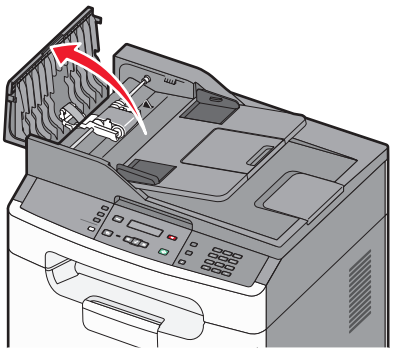
   Warning—Potential Damage: Do not fold or crease the ADF tabs. Doing so may cause jams.

4. Close the scanner cover.

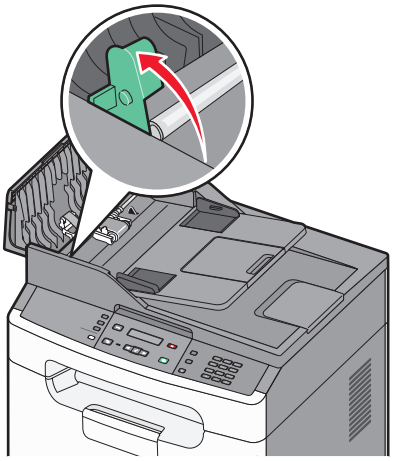
Cleaning the ADF separator rollers

After you have copied over 5,000 pages using the ADF, or if streaks are appearing, clean the ADF separator rollers.

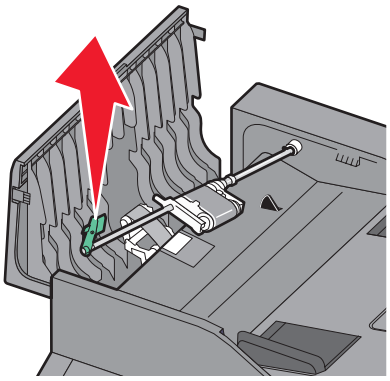
1 Open the ADF cover.



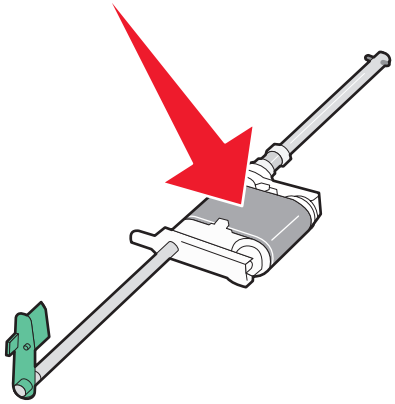
2 Unlock the separator roll.



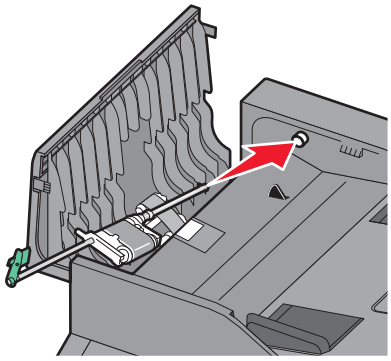
3 Remove the separator roll.



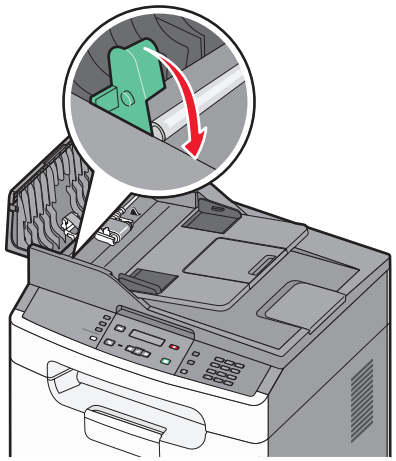
4 Use a clean, lint-free cloth dampened with water to wipe the separator roller.



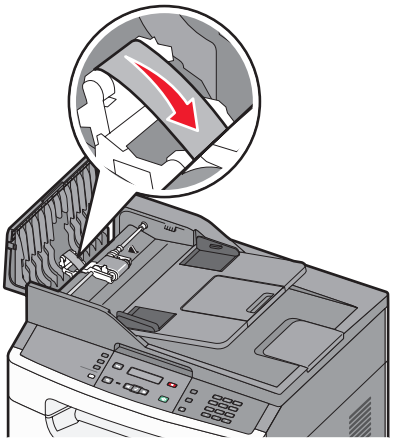
5 Reinstall the separator roll.



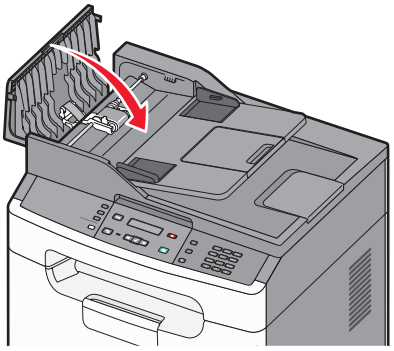
6 Lock the separator roll.



7 Use a second clean, lint-free cloth dampened with water to wipe the other separator roller while gently rotating it.



8 Close the ADF cover.



Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity above 80%
- Salty air
- Corrosive gases
- Heavy dust

Checking the status of supplies from a network computer

Note: The computer must be connected to the same network as the printer.

1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Device Status**. The Device Status page appears, displaying a summary of supply levels.

Ordering supplies

To order supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark authorized supplies dealers in your area. In other countries or regions, visit the Lexmark Web Site at **www.lexmark.com** or contact the place where you purchased the printer.

Warning—Potential Damage: Damage caused by the use of a supply or replacement item not produced by the manufacturer of this printer is not covered under warranty. Degraded print quality may result from using supplies or replacement items not produced by the manufacturer of this printer.

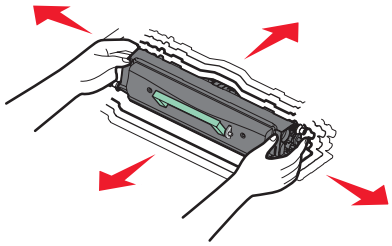
Note: All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

Ordering toner cartridges

When **`88 Cartridge is Low`** appears or when the print becomes faded:

1 Remove the toner cartridge.

2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute toner.



3 Reinsert the cartridge and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

Recommended toner cartridge part numbers

Part name	Regular cartridge	Lexmark Return Program Cartridge
Toner cartridge	X203A21G	X203A11G

Ordering a photoconductor kit

When **`84 PC Kit Life Warning`** appears on the display, the photoconductor kit is near its end of life. Order a photoconductor kit so that one is available when **`84 Replace PC Kit`** appears.

You can also check the status of the photoconductor kit by printing a network setup page.

Part name	Part number
Photoconductor kit	X203H22G

Replacing supplies

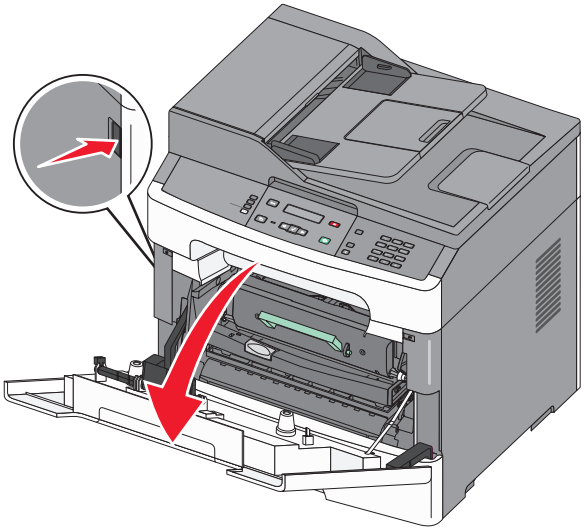
Replacing the toner cartridge

When **88 Cartridge is low** appears, or when you experience faded print, remove the toner cartridge. Firmly shake it side-to-side and front-to-back several times to redistribute the toner, and then reinsert it and continue printing. When shaking the cartridge no longer improves the print quality, replace the toner cartridge.

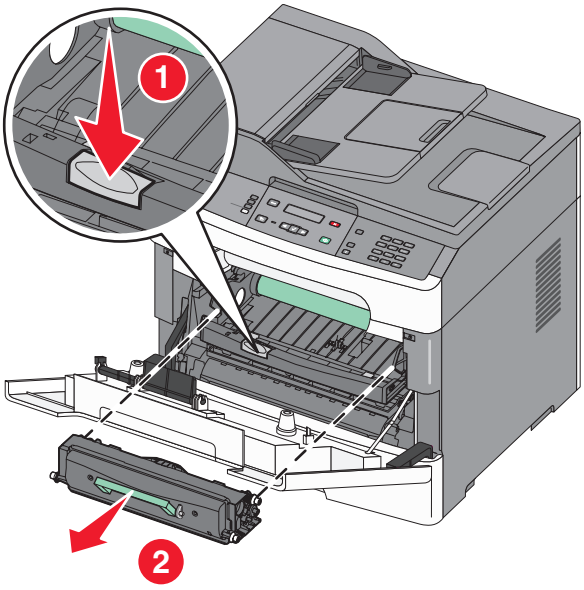
Note: You can check to see approximately how much toner is left in your cartridge by printing a menu settings page.

To replace the toner cartridge:

1. Open the front door by pressing the button on the left side of the printer and lowering the door.

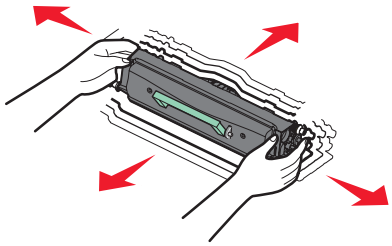


2. Press the button on the base of the photoconductor kit, and then pull the toner cartridge out using the handle.

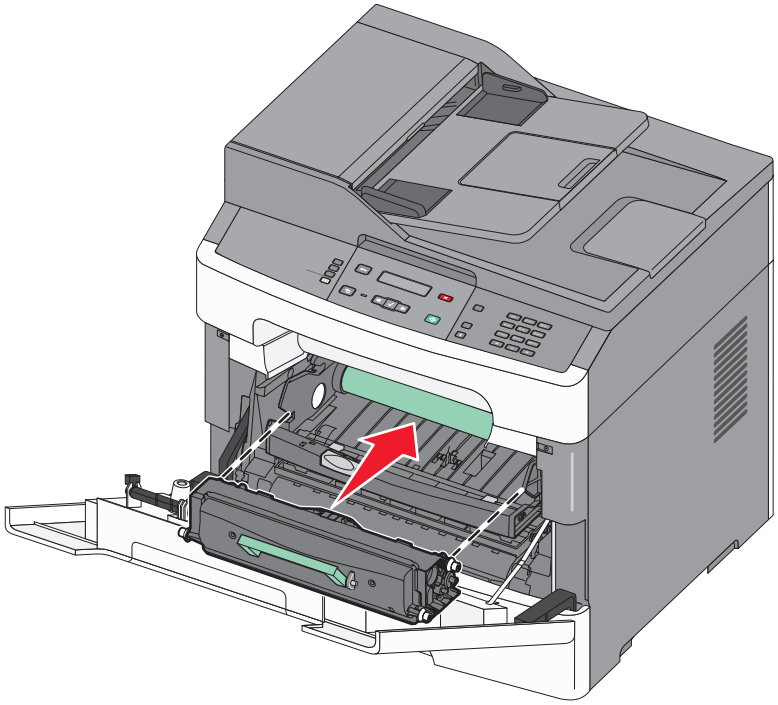


3. Unpack the new toner cartridge.

4 Shake the cartridge in all directions to distribute the toner.



5 Install the new toner cartridge by aligning the rollers on the toner cartridge with the arrows on the tracks of the photoconductor kit. Push the toner cartridge in as far as it will go. The cartridge *clicks* into place when correctly installed.



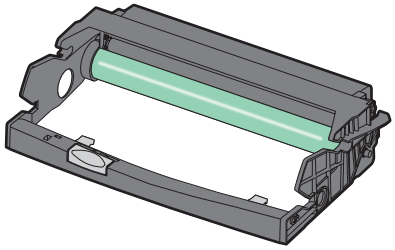
6 Close the front door.

Replacing the photoconductor kit

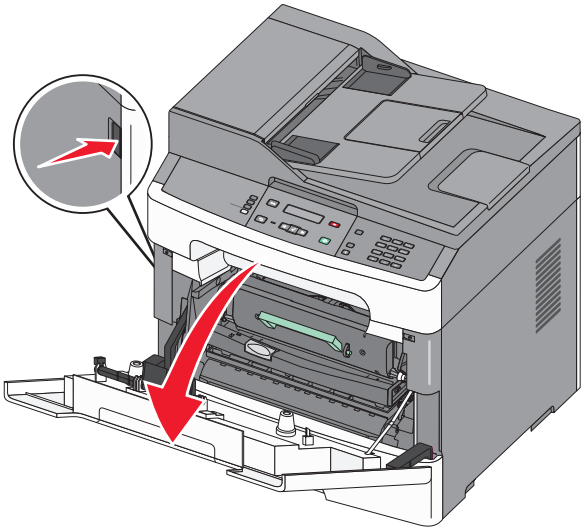
The printer automatically notifies you before the photoconductor kit reaches a page maximum by showing **`84 PC Kit life warning`** or **`84 Replace PC Kit`** on the display. You can also see the status of the photoconductor kit by printing a menu settings page.

When **`84 PC Kit life warning`** or **`84 Replace PC Kit`** first appears, you should immediately order a new photoconductor kit. While the printer may continue to function properly after the photoconductor kit has reached its official end-of-life, print quality significantly decreases.

Note: The photoconductor kit is one item only.

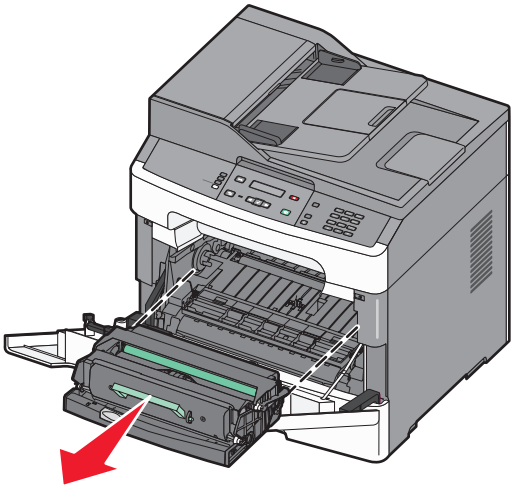


1 Open the front door by pressing the button on the left side of the printer and lowering the front door.

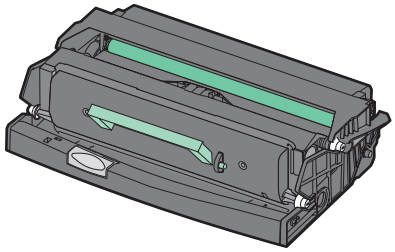


2 Pull the photoconductor kit and toner cartridge out of the printer as a unit by pulling on the toner cartridge handle.

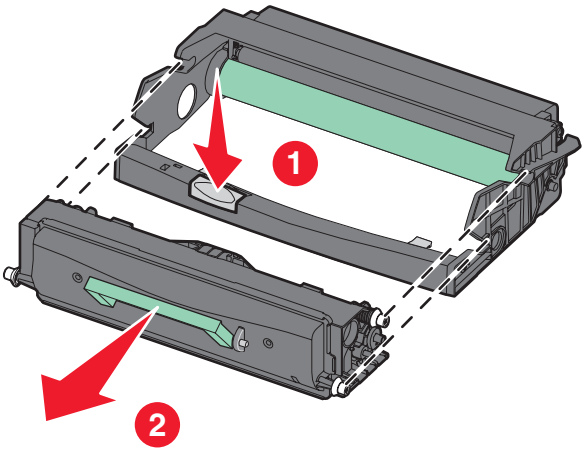
Note: The photoconductor kit and toner cartridge form a unit.



Place the unit on a flat, clean surface.

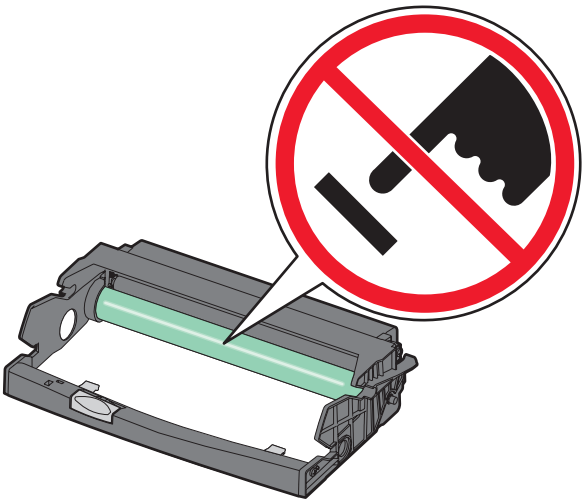


3 Press the button on the base of the photoconductor kit. Pull the toner cartridge up and out using the handle.

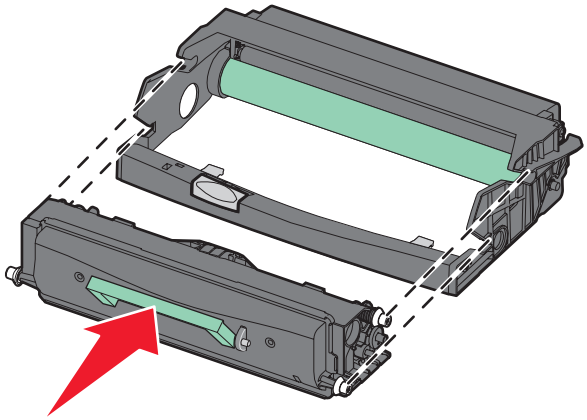


4 Unpack the new photoconductor kit. Be careful not to touch the photoconductor drum.

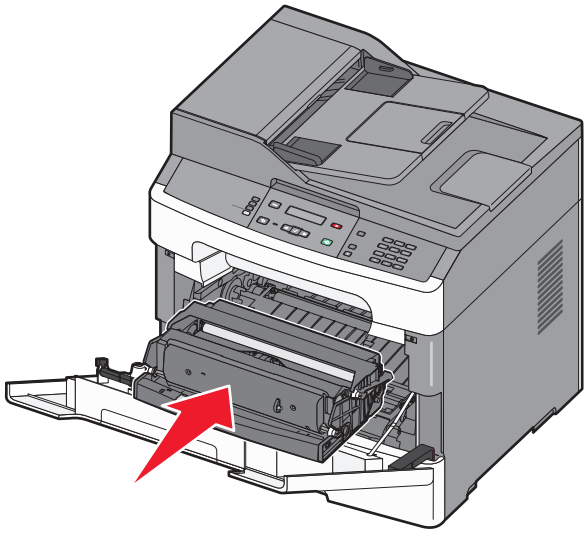
Warning—Potential Damage: When replacing the photoconductor kit, do not leave the kit exposed to direct light for an extended period of time. Extended light exposure can cause significant print quality problems.



5 Insert the toner cartridge into the photoconductor kit by aligning the rollers on the toner cartridge with the tracks. Push the toner cartridge until it *clicks* into place.



6 Install the unit into the printer by aligning the arrows on the guides of the unit with the arrows in the printer. Push the unit in as far as it will go.



7 After you replace the photoconductor kit, reset the photoconductor counter. To reset the counter, see the instruction sheet that came with the new photoconductor kit.

Warning—Potential Damage: Resetting the photoconductor counter without replacing the photoconductor may damage your printer and void your warranty.

8 Close the front door.

Moving the printer to another location

Warning—Potential Damage: Damage to the printer caused by improper moving is not covered by the printer warranty.

CAUTION—POTENTIAL INJURY: Follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.

- Use the handholds located on both sides of the printer to lift it.
- Make sure your fingers are not under the printer when you set it down.
- Before setting up the printer, make sure there is adequate clearance around it. For more information, see "Selecting a location for the printer" on page 11.

The printer and options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must be able to support its weight and have a large enough surface to support the full footprint of the printer.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.

Administrative support

Finding advanced networking and administrator information

This chapter covers basic administrative support tasks. For more advanced system support tasks, see the *Networking Guide* on the *Software and Documentation* CD and the *Embedded Web Server Administrator's Guide* on the Lexmark Web site at **www.lexmark.com.**

Using the Embedded Web Server

If the printer is installed on a network, the Embedded Web Server is available for a range of functions including:

- Viewing a virtual display of the printer control panel
- Checking the status of the printer supplies
- Configuring printer settings
- Configuring network settings
- Viewing reports

To access the Embedded Web Server, type the printer IP address into the address field of your Web browser.

Notes:

- If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.
- For more information, see the *Networking Guide* on the *Software and Documentation* CD and the *Embedded Web Server Administrator's Guide* on the Lexmark™ Web site at **www.lexmark.com**.

Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, the network, and supplies.

To view reports from a network printer:

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Reports**, and then click the type of report you want to view.

Checking the device status

Using the Embedded Web Server, you can view paper tray settings, the level of toner in the print cartridge, the percentage of life remaining in the maintenance kit, and capacity measurements of certain printer parts. To view the device status:

1. Type the printer IP address in the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Device Status**.

Setting up e-mail alerts

You can have the printer send you an e-mail when toner is getting low.

To set up e-mail alerts:

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Under Other Settings, click **E-mail Alert Setup**.
4. Select the items for notification and type in the e-mail addresses that you want to receive e-mail alerts.
5. Click **Submit**.

Note: See your system support person to set up the e-mail server.

Restoring the factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before you restore the factory default settings. For more information, see "Printing a menu settings page" on page 21.

Warning—Potential Damage: Restoring factory defaults returns most printer settings to the original factory default setting. Exceptions include the display language, custom sizes and messages, and Network/Port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

1. From the printer control panel, press .
2. Press the arrow buttons until √ `Settings` appears, and then press .
3. Press the arrow buttons until √ `General Settings` appears, and then press .
4. Press the arrow buttons until √ `Factory Defaults` appears, and then press .
5. Press the arrow buttons until √ `Restore Now` appears, and then press .

   `Restoring Factory Defaults` appears.

Troubleshooting

Checking an unresponsive printer

If there are basic printer problems, or the printer is unresponsive, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch.
- The *Ground Fault Circuit Interrupter* (GFCI) has not tripped.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electronic equipment plugged into the outlet is working.
- The printer is turned on. Check the printer power switch.
- The printer cable is securely attached to the printer and the host computer, print server, or other network device.
- The printer driver settings are correct.

Once you have checked each of these possibilities, turn the printer off, wait for about 10 seconds, and then turn the printer back on. This often fixes the problem.

Printer control panel display is blank or displays only diamonds

The printer self test failed. Turn the printer off, wait about 10 seconds, and then turn the printer back on.

If **`Performing Self Test`** and **`Ready`** do not appear, turn the printer off and contact Customer Support.

Partial document or photo print, copies, or scans

These are possible solutions. Try one or more of the following:

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Size setting from the Paper menu.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

Reinstall the toner cartridge

Remove and reinstall the toner cartridge, making sure that it is aligned correctly.

Understanding printer messages

Close front door

Close the front door of the printer.

Invalid Engine Code

You need to download valid engine code for the printer.

Note: Engine code may be downloaded while this message appears on the display.

Load <src> with <x>

Try one or more of the following:

- Load the paper tray with the correct paper type and size.
- Cancel the current job.

Network/Network <x>

The printer is connected to the network.

Network indicates that the printer is using the standard network port built into the printer system board. **Network <x>** indicates that an internal print server is installed inside the printer or that the printer is connected to an external print server.

Programming Engine Code DO NOT POWER OFF

Wait for the message to clear.

Warning—Potential Damage: Do not turn the printer power off while **Programming Engine Code** appears on the display.

Programming System Code DO NOT POWER OFF

Wait for the message to clear.

Warning—Potential Damage: Do not turn the printer power off while **Programming System Code** appears on the display.

Cartridge is low

Try one or more of the following:

- Replace the toner cartridge, and then press ✓ to clear the message and continue printing.
- Press ✓ to clear the message and continue printing.

Waiting

The printer has received data to print, but is waiting for an End-of-Job command, a Form Feed command, or additional data.

- Press ☑ to print the contents of the buffer.
- Cancel the current print job.

31.yy Replace defective or missing cartridge

The toner cartridge is either missing or not functioning properly.

Try one or more of the following:

- Remove the toner cartridge, and then reinstall it.
- Remove the toner cartridge, and then install a new one.

30 Invalid refill, change toner cartridge

The printer has detected an invalid, refilled toner cartridge. Remove the toner cartridge, and then install a new one.

32 Replace unsupported cartridge

Remove the toner cartridge, and then install a supported one.

34 Short paper

The printer paper size setting did not match the length of the paper that entered the printer.

Try one or more of the following:

- Press ☑ to clear the message and continue printing.
- Press ✕, and then press ☑ to cancel printing.
- Make sure the paper size setting matches the size of the paper in the tray.

37 Insufficient memory to collate job

Try one or more of the following:

- Press the arrow buttons until **Continue** appears, and then press ☑ to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

38 Memory full

Try one or more of the following:

- Press the arrow buttons until **Continue** appears, and then press ☑ to clear the message.
- Cancel the current print job.

39 Complex page, some data may not have printed

Try one or more of the following:

- Press the arrow buttons until **Continue** appears, and then press ☑ to clear the message and continue printing.
- Cancel the current print job.

54 Standard network software error

Try one or more of the following:

- Press the arrow buttons until **Continue** appears, and then press ☑ to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

54 Network <x> software error

Try one or more of the following:

- Press the arrow buttons until √ **Continue** appears, and then press ☑ to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

56 Standard USB port disabled

Try one or more of the following:

- The printer discards any data received through the USB port. Press ☑ to clear the message and continue printing.
- Make sure the USB Buffer menu item is not set to Disabled.

84 PC Kit life warning

The photoconductor kit is near exhaustion.

Try one or more of the following:

- Replace the photoconductor kit.
- Press ☑ to clear the message and continue printing.

84 Replace PC Kit

The photoconductor kit is exhausted. Install a new photoconductor kit.

88.yy Cartridge is low

Replace the toner cartridge, and then press ☑ to clear the message and continue printing.

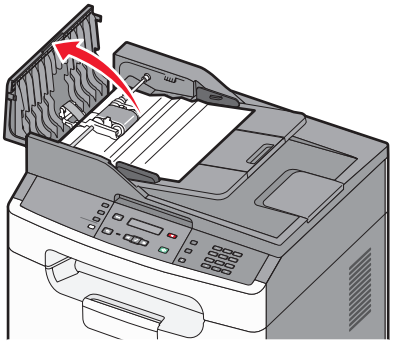
200–250 paper jam

1. Clear the paper path. For more information, see “Clearing jams” on page 132.
2. After clearing the paper path, press ☑ to resume printing.

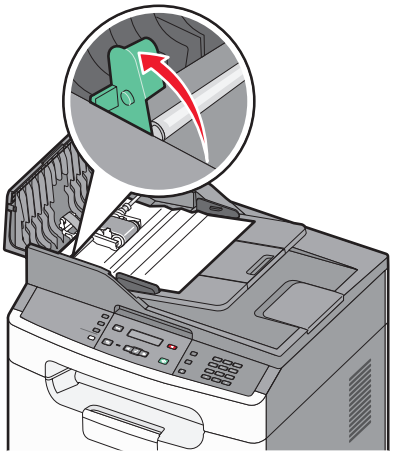
290–294 paper jams

1 Remove all original documents from the ADF.

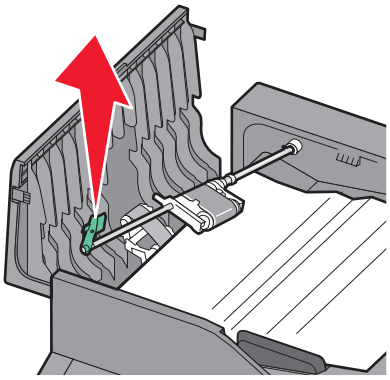
2 Open the ADF cover.



3 Unlock the separator roll.

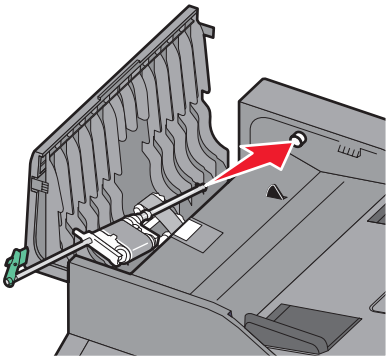


4 Remove the separator roll.

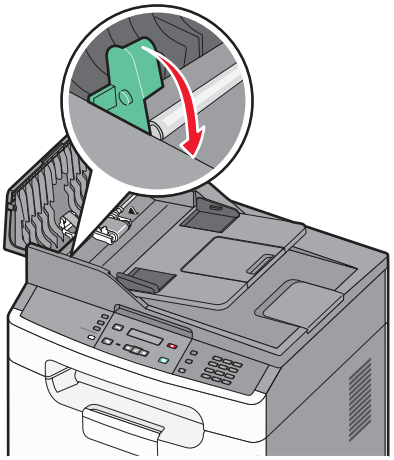


5 Remove the jammed paper.

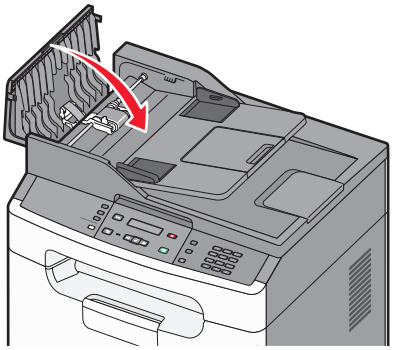
6 Reinstall the separator roll.



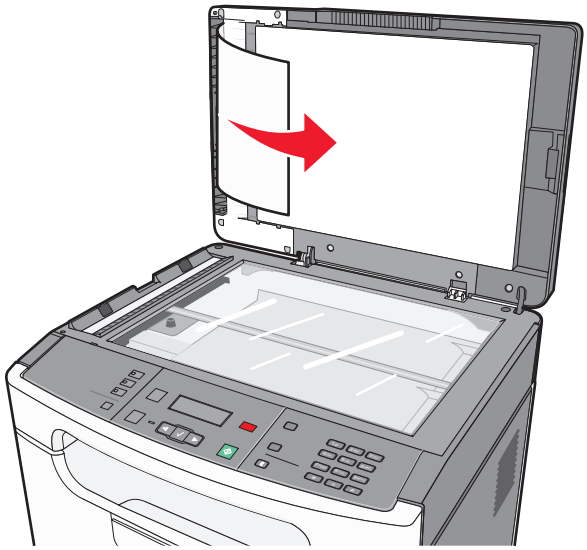
7 Lock the separator roll.



8 Close the ADF cover.



9 Open the scanner cover, and then remove any jammed pages.



10 Press ☑.

840.01 Scanner Disabled

This message indicates that the scanner has been disabled by the system support person.

840.02 Scanner Auto Disabled

This message indicates that the printer identified a problem with the scanner and automatically disabled it.

1 Remove all pages from the ADF.

2 Turn the printer off.

3 Wait 15 seconds, and then turn the printer on.

4 Place the document in the ADF, and then adjust the paper guides.

5 Press ◇.

Note: If turning the printer off and then on again does not clear the message, then contact your system support person.

Clearing jams

By carefully selecting paper and loading it properly, you can avoid most jams. If jams do occur, follow the steps outlined in this chapter.

To clear a jam message and resume printing, clear the entire paper path, and then press ☑. If Jam Recovery is set to On, the printer prints a new copy of the page that jammed. If Jam Recovery is set to Auto, the printer may or may not print a new copy of the page that jammed.

Avoiding jams

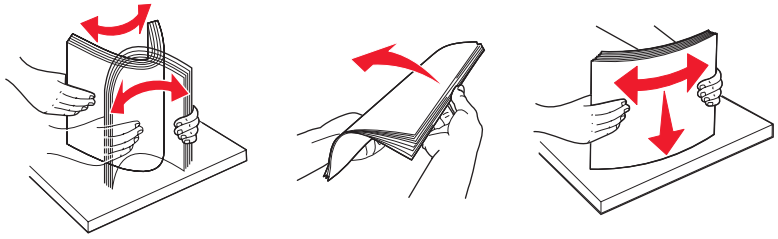
The following hints can help you avoid jams:

Paper tray recommendations

- Make sure the paper lies flat in the paper tray.
- Do not remove the paper tray while the printer is printing.
- Do not load the paper tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Make sure the guides in the paper tray or the manual feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the paper tray in firmly after loading paper.

Paper recommendations

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex, fan, and straighten paper before loading it.

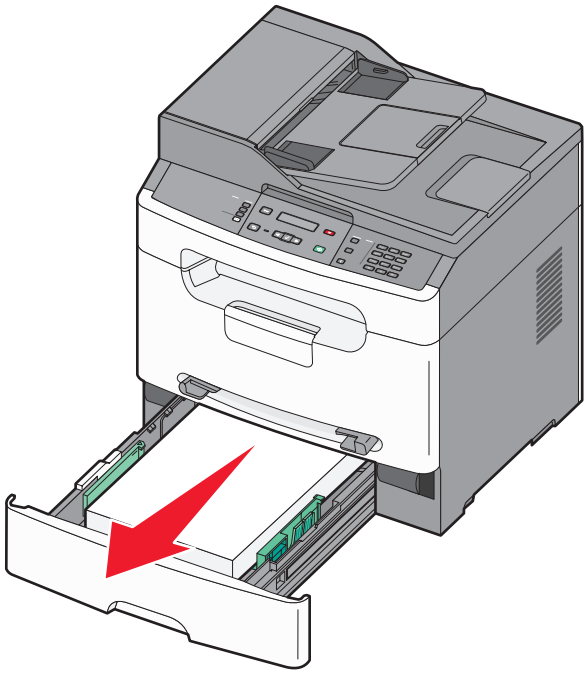


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all sizes and types are set correctly in the printer control panel menus.
- Store paper per the manufacturer's recommendations.

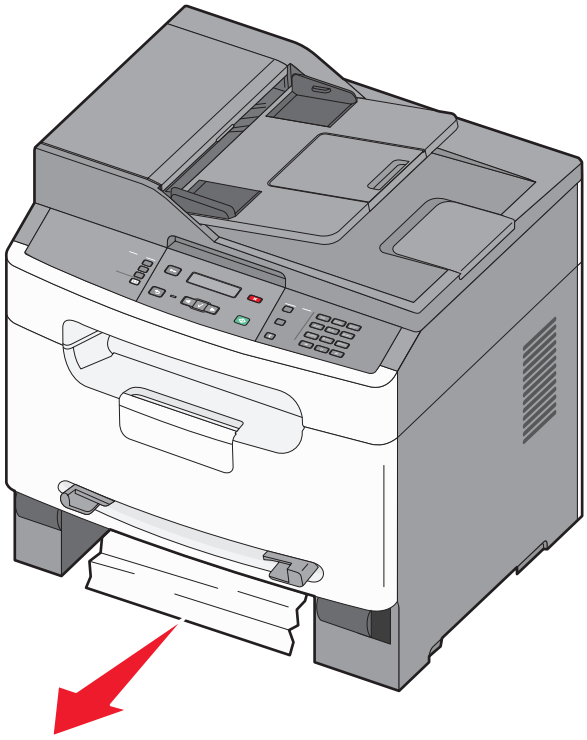
200–201 paper jam

200 paper jam

1 Remove the tray from the printer.



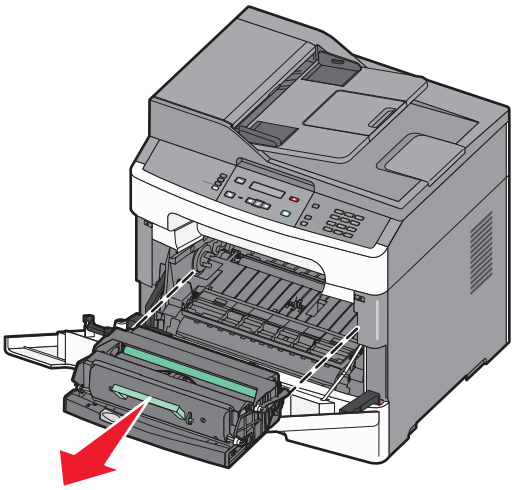
2 Remove the jam if you see it here.



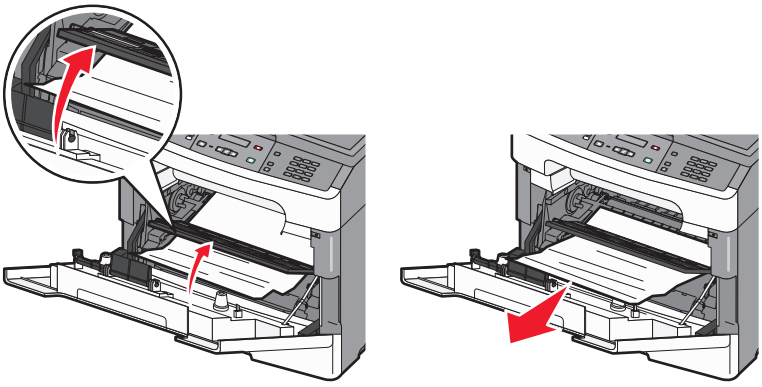
3 If you do not see it, see “201 paper jam” on page 135.

201 paper jam

1 Open the front door, and then remove the photoconductor kit and toner cartridge.



2 Lift the flap at the front of the printer, and remove any jammed sheets.



3 Align and insert the photoconductor kit and toner cartridge.

4 Close the front door.

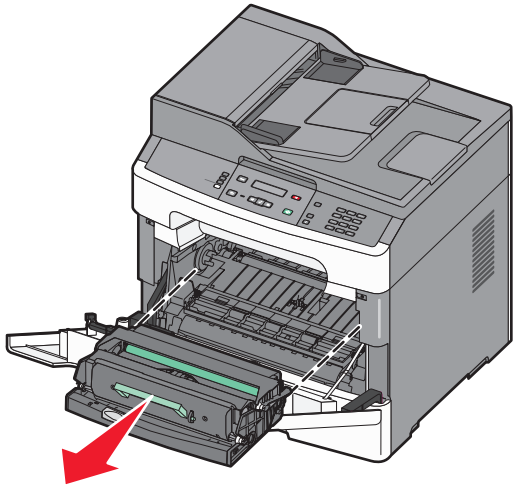
5 Insert the tray.

6 Press ☑.

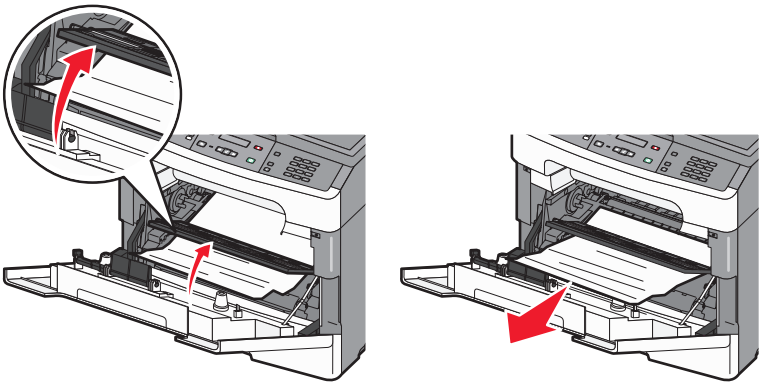
202 paper jam

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

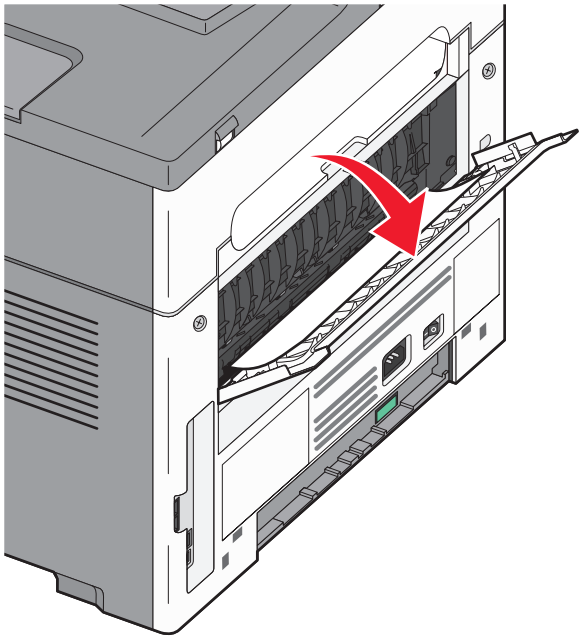
1 Open the front door, and then remove the photoconductor kit and toner cartridge.



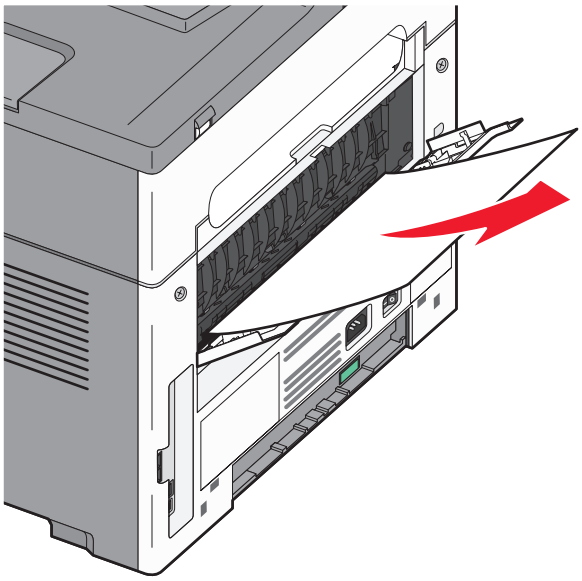
2 Lift the flap at the front of the printer, and then remove any jammed sheets.



3 Open the rear door.



4 Remove the jam.



5 Close the rear door.

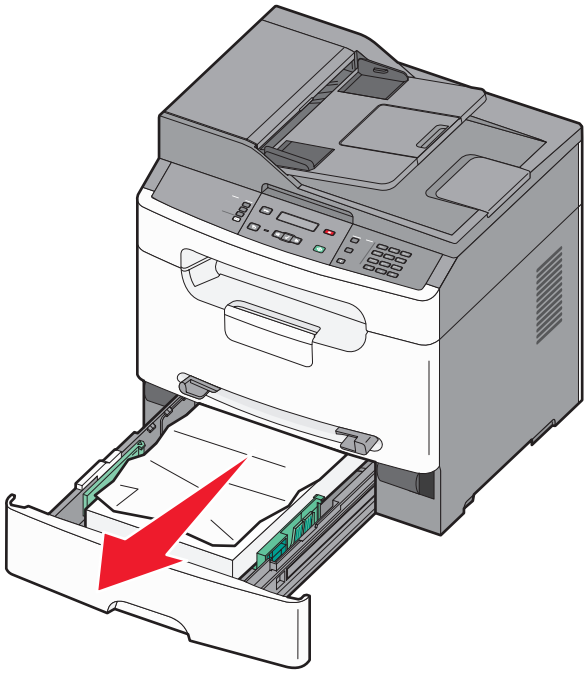
6 Align and insert the photoconductor kit and toner cartridge.

7 Close the front door.

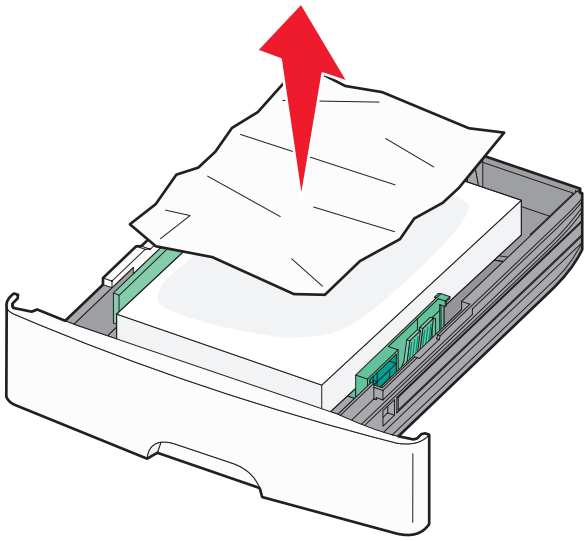
8 Press ☑.

241 paper jam

1 Remove the tray from the printer.



2 Remove the jam.

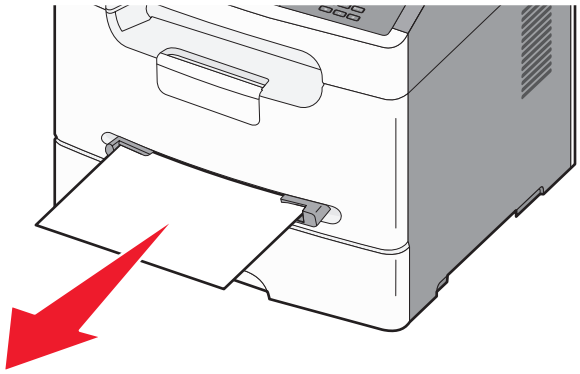


3 Insert the tray.

4 Press ☑.

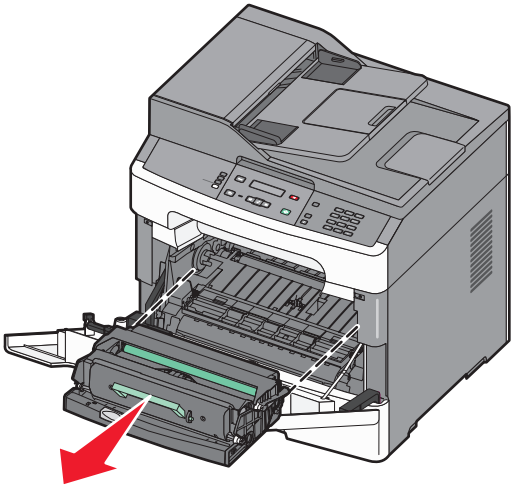
251 paper jam

A sheet of paper or specialty media failed to feed completely from the manual feeder. Part of it may be still visible. If it is visible, then gently pull the jammed sheet from the front of the manual feeder.

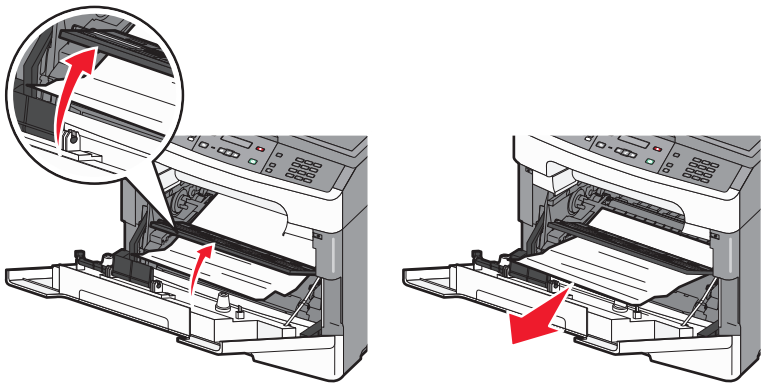


If the sheet is not visible, then complete the following steps:

1 Remove the photoconductor kit and toner cartridge.



2 Lift the flap at the front of the printer, and then remove any jammed sheets.



3 Align and insert the photoconductor kit and toner cartridge.

4 Press ☑.

Solving printing problems

Jobs do not print

These are possible solutions. Try one or more of the following:

Make sure the printer is ready to print

Make sure **Ready** or **Power Saver** appears on the display before sending a job to print.

Check to see if the standard exit bin is full

Remove the stack of paper from the standard exit bin.

Check to see if the tray is empty

Load paper in the tray.

Make sure the correct printer software is installed

Verify that you installed the correct printer software for your printer model. Open the *Software and Documentation* CD to check which software is installed. For more information, see "Installing printer software" on page 20. Make sure the model number of the software matches the model number of your printer.

To verify that the printer software is the most current, check the Lexmark Web site at **www.lexmark.com**.

Make sure the printer is connected to the network

Print a network setup page and check that the status shows **Connected**. If the status is **Not Connected**, check the network cables, and then try printing the network setup page again. Contact your system support person to make sure the network is functioning correctly.

Make sure you are using a recommended USB or Ethernet cable

For more information, visit the Lexmark Web site at **www.lexmark.com**.

Make sure printer cables are securely connected

Check the cable connections to the printer to make sure they are secure. For more information, see the setup documentation that came with the printer.

Multiple-language PDFs do not print

The documents contain unavailable fonts.

1. Open the document you want to print in Adobe Acrobat.
2. Click the printer icon.

   The Print dialog appears.
3. Click **Advanced**.
4. Select **Print as image**.
5. Click **OK** twice.

Job takes longer than expected to print

These are possible solutions. Try one or more of the following:

Reduce the complexity of the print job

Reduce the number and size of fonts, the number and complexity of images, and the number of pages in the job.

Change environmental settings

When using Eco-Mode or Quiet Mode settings, you may notice a short delay before the first page is printed. If you want to change the settings and need more information, then see "Using Eco-Mode" on page 25 or "Reducing printer noise" on page 27.

Incorrect characters print

- Make sure the printer is not in Hex Trace mode. If **`Ready Hex`** appears on the display, you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.
- Make sure the SmartSwitch settings are set to On in the Network and USB menus.

Large jobs do not collate

These are possible solutions. Try one or more of the following:

Make sure Collate is set to On

From Print Properties or the printer control panel Finishing menu, set Collate to On.

Note: Setting Collate to Off in the software overrides the setting in the Finishing menu.

Reduce the complexity of the print job

Reduce the complexity of the print job by reducing the number and size of fonts, the number and complexity of images, and the number of pages in the job.

Unexpected page breaks occur

Increase the Print Timeout value:

1. From the printer control panel, press .
2. Press the arrow buttons until **Settings** appears, and then press .
3. Press the arrow buttons until **General Settings** appears, and then press .
4. Press the arrow buttons until **Timeouts** appears, and then press .
5. Press the arrow buttons until **Print Timeout** appears, and then press .
6. Press the arrow buttons until the value you want appears, and then press .

Solving copy problems

Copier does not respond

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Scanner unit does not close

Make sure there are no obstructions:

1. Lift the scanner unit.
2. Remove any obstruction keeping the scanner unit open.
3. Lower the scanner unit.

Poor copy quality

These are some examples of poor copy quality:

- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters

- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White or black lines in print

These are possible solutions. Try one or more of the following. For additional potential solutions, see "Solving print quality problems" on page 150.

Check the display for error messages

Clear any error messages.

The toner may be low

When **88 Cartridge is low** appears or when the print becomes faded, replace the toner cartridge.

The scanner glass may be dirty

Clean the scanner glass with a clean, lint-free cloth dampened with water. For more information, see "Cleaning the scanner glass" on page 113.

The copy is too light or too dark

Adjust the darkness of the copy.

Check the quality of the original document

Make sure the quality of the original document is satisfactory.

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Unwanted toner is in the background

- Increase the background removal setting.
- Adjust the darkness to a lighter setting.

Patterns (moiré) appear in the output

- Use the **Text/Photo** or **Photo** settings.
- Adjust the scale setting.
- Adjust the sharpness setting.

Text is light or disappearing

- Decrease the background removal setting.
- Increase the contrast setting.
- Decrease the shadow detail setting.
- Increase the sharpness setting.

The output appears washed out or overexposed

- Increase the darkness setting.
- Decrease the background removal setting.

Solving scanner problems

Checking an unresponsive scanner

If your scanner is not responding, then make sure:

- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer.
- The Ethernet cable is securely attached to the printer and your network connection.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem with the scanner.

Scan was not successful

These are possible solutions. Try one or more of the following:

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

An error may have occurred in the program

Turn off and then restart the computer.

Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

Other software programs may be interfering with scanning

Close all programs not being used.

The scan resolution may be set too high

Select a lower scan resolution.

Poor scanned image quality

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

The scanner glass may be dirty

Clean the scanner glass with a clean, lint-free cloth dampened with water. For more information, see "Cleaning the scanner glass" on page 113.

Adjust the scan resolution

Increase the resolution of the scan for a higher quality output.

Check the quality of the original document

Make sure the quality of the original document is satisfactory.

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Cannot scan from a computer

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

Cannot create a Scan Profile

These are possible solutions. Try one or more of the following:

Check the Java setting

If only a grey box appears, then make sure Sun Microsystems' Java Virtual Machine (JVM) version 1.4.2 or higher is installed on your computer.

Disable Windows XP firewall

If you are using Windows XP, then the Windows XP personal firewall must be disabled before you can use Scan to PC profiles.

Solving fax problems

Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

Check the display for error messages

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Check the printer connections

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

Check the telephone wall jack

1. Plug a telephone into the wall jack.
2. Listen for a dial tone.

3 If you do not hear a dial tone, then plug a different telephone into the wall jack.

4 If you still do not hear a dial tone, then plug a telephone into a different wall jack.

5 If you hear a dial tone, then connect the printer to that wall jack.

Review this digital phone service checklist

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

Check for a dial tone

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
- If the telephone line is being used by another device, then wait until the other device is finished before sending a fax.
- If you are using the On Hook Dial feature, then turn up the volume to verify a dial tone.

Temporarily disconnect other equipment

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

Check for jams

Clear any jams, and then make sure that **Ready** appears.

Temporarily disable Call Waiting

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

Voice Mail service may be interfering with the fax transmission

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

The printer memory may be full

1 Dial the fax number.

2 Scan the original document one page at a time.

Can send but not receive faxes

These are possible solutions. Try one or more of the following:

Check to see if the paper tray is empty

Load paper in the tray.

Check the ring count delay settings

The ring count delay sets the number of times the phone line rings before the printer answers. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, then keep the Ring Delay setting at 4.

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.
5. In the Rings to Answer box, enter the number of times you want the phone to ring before answering.
6. Click **Submit**.

The toner may be low

`88 Cartridge low` appears when the toner is low.

Can receive but not send faxes

These are possible solutions. Try one or more of the following:

Make sure the printer is in Fax mode

From the printer control panel, press the **Fax** button to put the printer in Fax mode.

Make sure the document is loaded properly

Load the original document faceup, short edge first into the ADF or facedown on the scanner glass in the upper left corner.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Make sure the shortcut number is set up properly

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

Received fax has poor print quality

These are possible solutions. Try one or more of the following:

Resend the document

Ask the person who sent you the fax to:

- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution, if possible.

The toner may be low

When **88 Cartridge low** appears or when you experience faded print, replace the cartridge.

Make sure the fax transmission speed is not set too high

Decrease the incoming fax transmission speed:

1. Type the printer IP address into the address field of your Web browser.

   Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.
5. In the Max Speed box, select a lower speed.
6. Click **Submit**.

Solving paper feed problems

Paper frequently jams

These are possible solutions. Try one or more of the following:

Check the paper

Use recommended paper and other specialty media. For more information, see “Paper and specialty media guidelines” on page 37.

Make sure there is not too much paper in the paper tray or manual feeder

In the paper tray, make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray. In the manual feeder, do not load more than a single sheet of paper at a time.

Check the guides

Move the guides in the paper tray to the correct positions for the paper size loaded.

The paper absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Paper jam message remains after jam is cleared

The paper path is not clear. Clear jammed paper from the entire paper path, and then press ☑.

Solving print quality problems

The information in the following topics may help you solve print quality problems. If these suggestions still do not correct the problem, then contact Customer Support. You may have a printer part that requires adjustment or replacement.

Isolating print quality problems

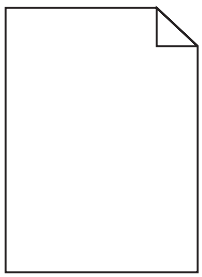
To help isolate print quality problems, print the print quality test pages:

1. Turn the printer off.
2. Load paper.
3. From the printer control panel, hold down ☑ and the right arrow button while turning the printer on.
4. Release the buttons when **CONFIG MENU** appears.
5. Press the arrow buttons until **Prt Quality Pgs** appears, and then press ☑.

   The print quality test pages print.
6. Press the arrow buttons until **Exit Config Menu** appears, and then press ☑.

   Resetting the Printer appears briefly, and then **Ready** appears.

Blank pages



These are possible solutions. Try one or more of the following:

Packing material may be on the toner cartridge or photoconductor kit

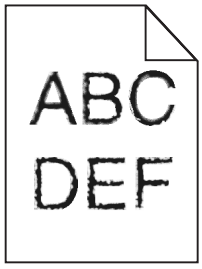
1. Remove the toner cartridge and photoconductor kit.
2. Remove any remaining packing material.
3. Reinstall the toner cartridge and photoconductor kit.

The toner may be low

When `88 Cartridge low` appears, order a new toner cartridge.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

Characters have jagged or uneven edges



If you are using downloaded fonts, verify that the fonts are supported by the printer, the host computer, and the software program.

Clipped images

These are possible solutions. Try one or more of the following:

Check the guides

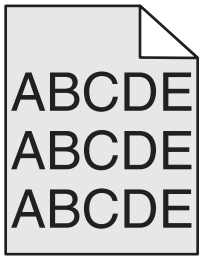
Move the width and length guides in the tray to the correct positions for the paper size loaded.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Size setting from the Paper menu.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

Gray background

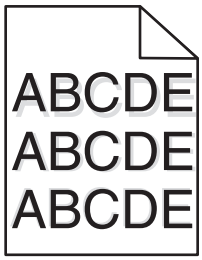


Check the Toner Darkness setting

Select a lighter Toner Darkness setting:

- From the printer control panel, change the setting from the Quality menu.
- For Windows users, change the setting from Print Properties.
- For Macintosh users, change the setting from the Print dialog.

Ghost images



These are possible solutions. Try one or more of the following:

The photoconductor kit is defective

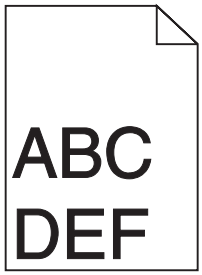
Replace the photoconductor kit.

Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Type setting from the Paper menu.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

Incorrect margins



These are possible solutions. Try one or more of the following:

Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Size setting from the Paper menu.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

Paper curl

These are possible solutions. Try one or more of the following:

Check the paper type setting

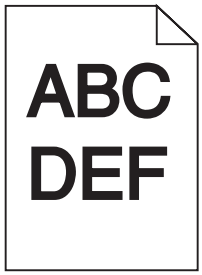
Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Type setting from the Paper menu.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

The paper has absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Print is too dark



These are possible solutions. Try one or more of the following:

Check the darkness settings

The Toner Darkness setting is too dark.

- From the printer control panel, change this setting from the Quality menu.
- For Windows users, change this setting from Print Properties.
- For Macintosh users, change this setting from the Print dialog and pop-up menus.

The paper has absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Check the paper

Avoid textured paper with rough finishes.

Check the paper type setting

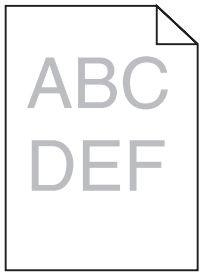
Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Type setting from the Paper menu.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

The toner cartridge may be defective

Replace the toner cartridge.

Print is too light



These are possible solutions. Try one or more of the following:

Check the darkness settings

The Toner Darkness setting is too light.

- From the printer control panel, change this setting from the Quality menu.
- For Windows users, change this setting from Print Properties.
- For Macintosh users, change this setting from the Print dialog and pop-up menus.

The paper has absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Check the paper

Avoid textured paper with rough finishes.

Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Type setting from the Paper menu.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

The toner may be low

When **88 Cartridge is low** appears, replace the toner cartridge.

The toner cartridge may be defective

Replace the toner cartridge.

Skewed print

These are possible solutions. Try one or more of the following:

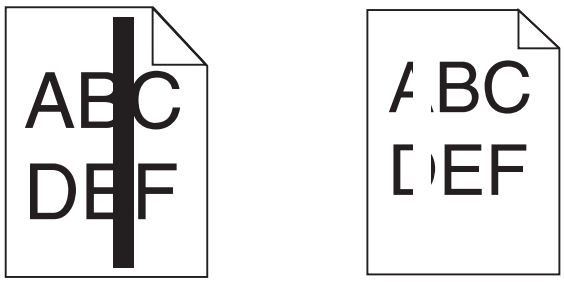
Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

Check the paper

Make sure you are using paper that meets the printer specifications.

Solid black or white streaks appear on transparencies or paper



These are possible solutions. Try one or more of the following:

Make sure the fill pattern is correct

If the fill pattern is incorrect, choose a different fill pattern from your software program.

Check the paper type

- Try a different type of paper.
- For transparencies, use only ones recommended by the printer manufacturer.
- Make sure the Paper Type setting matches what is loaded in the tray or feeder.
- Make sure the Paper Texture setting is correct for the type of paper or specialty media loaded in the tray or feeder.

Make sure the toner is distributed evenly in the toner cartridge

Remove the toner cartridge and shake it from side to side to redistribute the toner, and then reinstall it.

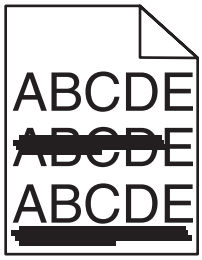
The toner cartridge may be defective or low on toner

Replace the used toner cartridge with a new one.

Clean the ADF and scanner glass

If you are using the ADF and vertical black or white lines appear, then clean the ADF glass.

Streaked horizontal lines



These are possible solutions. Try one or more of the following:

The toner may smear when paper is fed from a specific source

From Print Properties, the Print dialog, or the printer control panel, select another paper source for the job.

The toner cartridge may be defective

Replace the toner cartridge.

Make sure the paper path is clear

Paper could be caught between the photoconductor kit and the fuser. Check the paper path around the fuser area.

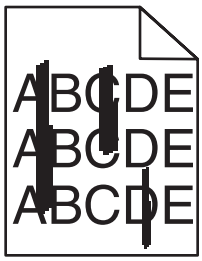
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see.

There may be excess toner in the paper path

Clean the toner from the paper path. If the problem persists, contact Customer Support.

Streaked vertical lines



These are possible solutions. Try one or more of the following:

The toner may smear when paper is fed from a specific source

From Print Properties, the Print dialog, or the printer control panel, select another paper source for the job.

The toner cartridge is defective

Replace the toner cartridge.

Make sure the paper path is clear

Paper could be caught between the photoconductor kit and the fuser. Check the paper path around the fuser area.

Warning—Potential Damage: Do not touch the photoconductor on the underside of the photoconductor kit. Use the cartridge handle whenever you are holding the cartridge.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see.

There may be excess toner in the paper path

Clean the toner from the paper path. Contact Customer Support.

Toner fog or background shading appears on the page

These are possible solutions. Try one or more of the following:

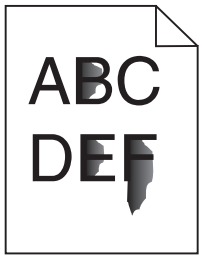
The toner cartridge may be defective

Replace the toner cartridge.

There is toner in the paper path

Contact Customer Support.

Toner rubs off



These are possible solutions. Try one or more of the following:

Check the paper type setting

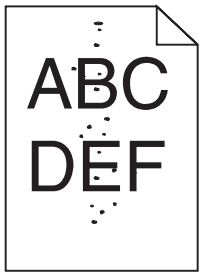
Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Type setting from the Paper menu.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

Check the Paper Texture setting

From the printer control panel Paper menu, make sure the Paper Texture setting matches the paper loaded in the tray.

Toner specks



These are possible solutions. Try one or more of the following:

The toner cartridge may be defective

Replace the toner cartridge.

There is toner in the paper path

Contact Customer Support.

Transparency print quality is poor

Try one or more of the following:

Check the transparencies

Use only transparencies recommended by the printer manufacturer.

Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel, check the Paper Type setting from the Paper menu.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

Embedded Web Server does not open

These are possible solutions. Try one or more of the following:

Check the network connections

Make sure the printer and computer are turned on and connected to the same network.

Check the network settings

Depending on the network settings, you may need to type **`https://`** instead of **`http://`** before the printer IP address to access the Embedded Web Server. For more information, see your system administrator.

Contacting Customer Support

When you call Customer Support, describe the problem you are experiencing, the message on the display, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

In the U.S. or Canada, call (1-800-539-6275). For other countries/regions, visit the Lexmark Web site at **www.lexmark.com**.

Notices

Product information

Product name:

Lexmark X203n, Lexmark X204n

Machine type:

7011

Model(s):

200, 215

Edition notice

March 2009

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For Lexmark technical support, visit **support.lexmark.com**.

For information on supplies and downloads, visit **www.lexmark.com**.

If you don't have access to the Internet, you can contact Lexmark by mail:

Lexmark International, Inc.
Bldg 004-2/CSC
740 New Circle Road NW
Lexington, KY 40550
USA

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This product has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation

The FCC Class B limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

The manufacturer is not responsible for radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class B computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Any questions regarding this compliance information statement should be directed to:

Director of Lexmark Technology & Services
Lexmark International, Inc.
740 West New Circle Road
Lexington, KY 40550
(859) 232–3000

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	51 dBA
Scanning	52 dBA, 49dBA
Copying	52 dBA
Ready	26 dBA

Values are subject to change. See **www.lexmark.com** for current values.

Waste from Electrical and Electronic Equipment (WEEE) directive

The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at **www.lexmark.com** for your local sales office phone number.

Battery notice

This product contains Perchlorate material. Special handling may apply. For more information, go to **http://www.dtsc.ca.gov/hazardouswaste/perchlorate/**.

Mercury notice

This product contains mercury in the lamp (<5mg Hg). Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or the Electronic Industries Alliance: **www.eiae.org**.

Static sensitivity notice

This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the printer.

ENERGY STAR

Laser notice

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

Class I laser products are not considered to be hazardous. The printer contains internally a Class IIIb (3b) laser that is nominally a 7 milliwatt gallium arsenide laser operating in the wavelength of 655-675 nanometers. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Laser advisory label

A laser notice label may be affixed to this printer as shown:

DANGER - Invisible laser radiation when cartridges are removed and interlock defeated. Avoid exposure to laser beam.
Perigo - Emissão invisível de laser quando os cartuchos são removidos e a trava aberta. Evite exposição ao feixe.
Opasnost – Nevidljivo lasersko zračenje kada su kasete uklonjene i poništena sigurnosna veza. Izbjegavati izlaganje zracima.
Pozor Nebezpečí výskytu neviditelného laserového záření při odstranění kazet a odblokování pojistky. Nevystavujte se paprskům.
Fare - Usynlig laserstråling, når tonerkassetterne fjernes og aflåsning ophæves. Undgå at komme i kontakt med strålen.
Pas op! - Onzichtbare laserstraling als cartridges worden verwijderd en vergrendeling open is. Voorkom blootstelling aan de stralen.
Danger - Radiations invisibles lors du retrait des cartouches et du déverouillage des loquets. Eviter toute exposition au rayon laser.
Vaara - Näkymätöntä lasersäteilyä on varottava, kun värikasetit on poistettu ja lukitus on auki. Vältä säteelle altistumista.
Gefahr – Unsichtbare Laserstrahlung beim Herausnehmen von Druckkassetten und offener Sicherheitssperre. Laserstrahl meiden!
Κίνδυνος - Αόρατη ακτινοβολία λέιζερ όταν αφαιρούνται οι κασέτες και εξουδετερώνεται η ενδασφάλεια. Αποφύγετε την έκθεση στη δέσμη των ακτίνων.
Figyelem! A kazetták kivételekor láthatatlan lézersugárzás léphet fel, ha a biztonsági kapcsoló nem működik. Kerüljük el a lézersugarat.
Pericolo - Emissione di radiazioni laser durante la rimozione delle cartucce e del blocco. Evitare l'esposizione ai raggi
Fare - Usynlig laserstråling når kassetter tas ut og sperren er satt ut av spill. Unngå eksponering.
Niebezpieczeństwo - niewidoczne promieniowanie laserowe po wyjęciu kasety i wyłączeniu blokady. Unikać ekspozycji na wiązkę.
Опасно! При снятых картриджах и нарушении фиксации невидимое глазу лазерное излучение!. Избегайте воздействия луча.
Pozor - Nebezpečenstvo neviditeľného laserového žiarenia pri odobratých kazetách a odblokovanej poistke. Nevystavujte sa lúčom.
Peligro: Se producen radiaciones láser invisibles al extraer los cartuchos con el interbloqueo desactivado. Evite la exposición al haz de láser.
Varning - Osynlig laserstrålning när kassetterna är borttagna och spärren avaktiverad. Undvik att utsätta dig för strålen.
危险 – 当鼓粉盒被取出并且互锁失去作用时有看不见的激光辐射。请避免暴露在激光光束下。
危險 - 移除碳粉匣與安全連鎖開關失效時會產生看不見的雷射輻射。 請避免曝露在雷射光束下。
危険：カートリッジが取外され、内部ロックが無効になると、見えないレーザー光が放射します。光線に当らないようにして下さい。

Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	400 W
Copying	The product is generating hard-copy output from hard-copy original documents.	460 W
Scanning	The product is scanning hard-copy documents.	460 W
Ready	The product is waiting for a print job.	70 W
Power Saver	The product is in energy-saving mode.	10 W
Off	The product is plugged into a wall outlet, but the power switch is turned off.	0 W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See **www.lexmark.com** for current values.

Power Saver

This product is designed with an energy-saving mode called Power Saver. The Power Saver Mode is equivalent to the EPA Sleep Mode. The Power Saver Mode saves energy by lowering power consumption during extended periods of inactivity. The Power Saver Mode is automatically engaged after this product is not used for a specified period of time, called the Power Saver Timeout.

Factory default Power Saver Timeout for this product (in minutes):	110V = 45 minutes, 220V = 60 minutes

By using the configuration menus, the Power Saver Timeout can be modified between 1 minute and 240 minutes. Setting the Power Saver Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Power Saver Timeout to a high value maintains a fast response, but uses more energy.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the wall outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Statement of Limited Warranty

Lexmark X203n, Lexmark X204n

Lexmark International, Inc., Lexington, KY

This limited warranty applies to the United States and Canada. For customers outside the U.S., refer to the country-specific warranty information that came with your product.

This limited warranty applies to this product only if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark Remarketer, referred to in this statement as "Remarketer."

Limited warranty

Lexmark warrants that this product:

—Is manufactured from new parts, or new and serviceable used parts, which perform like new parts

—Is, during normal use, free from defects in material and workmanship

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair or replacement (at Lexmark's option).

If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was intended. To obtain warranty service, you may be required to present the feature or option with the product.

If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

Limited warranty service

The warranty period starts on the date of original purchase as shown on the purchase receipt and ends 12 months later provided that the warranty period for any supplies and for any maintenance items included with the printer shall end earlier if it, or its original contents, are substantially used up, depleted, or consumed.

To obtain warranty service you may be required to present proof of original purchase. You may be required to deliver your product to the Remarketer or Lexmark, or ship it prepaid and suitably packaged to a Lexmark designated location. You are responsible for loss of, or damage to, a product in transit to the Remarketer or the Lexmark designated location.

When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item.

The replacement item assumes the remaining warranty period of the original product.

Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, damaged beyond repair, or if the product is not free of all legal obligations, restrictions, liens, and encumbrances.

Before you present this product for warranty service, remove all print cartridges, programs, data, and removable storage media (unless directed otherwise by Lexmark).

For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area contact Lexmark on the World Wide Web at **www.lexmark.com/support**.

Remote technical support is provided for this product throughout its warranty period. For products no longer covered by a Lexmark warranty, technical support may not be available or only be available for a fee.

Extent of limited warranty

Lexmark does not warrant uninterrupted or error-free operation of any product or the durability or longevity of prints produced by any product.

Warranty service does not include repair of failures caused by:

—Modification or unauthorized attachments

—Accidents, misuse, abuse or use inconsistent with Lexmark user's guides, manuals, instructions or guidance

—Unsuitable physical or operating environment

—Maintenance by anyone other than Lexmark or a Lexmark authorized servicer

—Operation of a product beyond the limit of its duty cycle

—Use of printing media outside of Lexmark specifications

—Refurbishment, repair, refilling or remanufacture by a third party of products, supplies or parts

—Products, supplies, parts, materials (such as toners and inks), software, or interfaces not furnished by Lexmark

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1 This product may incorporate intellectual property owned by Microsoft Corporation. The terms and conditions upon which Microsoft is licensing such intellectual property may be found at **http://go.microsoft.om/fwlink/?LinkId=52369**.

2 This product is based on Microsoft Print Schema technology. You may find the terms and conditions upon which Microsoft is licensing such intellectual property at **http://go.microsoft.com/fwlink/?LinkId=83288**.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC and 2006/95/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits.

A declaration of conformity with the requirements of the directives has been signed by the Director of Manufacturing and Technical Support, Lexmark International, Inc., S.A., Boigny, France.

This product satisfies the Class B limits of EN 55022 and safety requirements of EN 60950.

Industry Canada compliance statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe B est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

Regulatory notices for telecommunication terminal equipment

This section contains regulatory information pertaining to products that contain telecommunication terminal equipment such as facsimile.

Notice to users of the US telephone network: FCC requirements

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at **www.lexmark.com** or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

South Africa telecommunications notice

This modem must be used in conjunction with an approved surge protection device when connected to the PSTN.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109 or 80D1877) to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (nº de référence Lexmark : 14B5109 ou 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 14B5109 oder 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Lexmark Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 14B5109 o 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro Lexmark poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

Notice to Users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

A declaration of conformity with the requirements of the directives is available from the Director of Manufacturing and Technical Support, Lexmark International, S. A., Boigny, France.

Refer to the table at the end of the Notices section for further compliance information.

Regulatory notices for wireless products

This section contains the following regulatory information pertaining to wireless products.

Exposure to radio frequency radiation

The following notice is applicable if your printer has a wireless network card installed: The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Notice to users in Brazil

Este equipamento opera em carater secundario, isto e, nao tem direito a protecao contra interferencia prejudicial, mesmo de estacoes do mesmo tipo, e nao pode causar interferencia a sistemas operando em carater primario. (Res.ANATEL 282/2001).

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Taiwan NCC RF notice statement

NCC型式認證設備注意事項
台灣低功率射頻電機設備之使用注意事項

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Notice to users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

A declaration of conformity with the requirements of the directives is available from the Director of Manufacturing and Technical Support, Lexmark International, S. A., Boigny, France. Refer to the table at the end of the Notices section for further compliance information.

Products equipped with 2.4GHz Wireless LAN option are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

Operation is allowed in all EU and EFTA countries, but is restricted to indoor use only.

A declaration of conformity with the requirements of the directives is available from the Director of Manufacturing and Technical Support, Lexmark International, S. A., Boigny, France. Refer to the table at the end of the Notices section for further compliance information.

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